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**ARTICLE I
EDUCATIONAL PHILOSOPHY**

The following statements define the basic educational philosophy of Unified School District No. 342

The Board of Education:

1. subscribes to the principle that all children served by the district, regardless of economic background, religious affiliation, race, educational need, or gender will be provided equal educational opportunity.
2. believes that the school district should provide dynamic leadership in shaping the culture, encouraging responsible citizenship, and increasing the educational, vocational and professional opportunities for all persons residing within its borders.
3. will strive to maintain the highest possible educational standards. The quality of education will be determined principally by the quality of the persons who teach.
4. believes the school is an integral part of the community and should be constructively cooperative with churches, service organizations, family groups, and other community organizations.
5. recognizes that society is in a state of constant change. In order to fully meet the needs created by this change, the district must continuously consider, evaluate, and when appropriate, implement new and improved educational techniques, curriculum or programs.
6. will work to maximize achievement through expectations of excellence and the highest of professional ethics from the Board of Education, administration, faculty, district personnel, and students.
7. will maintain a framework of fiscal responsibility. Recognized principles of sound business management shall be rigorously applied.
8. will strive to provide an environment that is conducive for constructive communication between the Board of Education, district employees, students, and the community.

District Mission Statement (04-10-06)

Together, we learn in a community that promotes academic excellence, respect, life-long learning, and responsible citizenship.

1.2 State Education Agency Relations: Quality Assurances (10-10-05)

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

ARTICLE II INTERNAL BOARD OPERATIONS

2.1 Legal Status

The public schools of a unified school district shall be governed by a board of education and shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, under the name and style of the "Board of Education of Unified School District No. 342, of Jefferson County of the State of Kansas," and in such name may contract, sue and be sued and acquire, hold and convey real and personal property in accordance with law.

2.2 Membership

The Board of Education shall consist of seven members to be nominated and elected by the qualified voters of the school district in the following manner:

1. To be eligible for membership on the school board, a candidate must be a qualified elector of the unified district and a resident of the member district.
2. Unified School District #342 is divided into three geographical areas, each of which is represented on the board by two resident members.
3. In April, 1967 and thereafter, all board members elected have four year terms or until their successors are elected and qualified. Term to start July 1, following the election.
4. The seventh board member is elected at large each four years beginning April 1967. Term to start July 1, following the election.

2.3 Oath of Office

Members of the board shall qualify by filing their oaths of office with the election officer of the board conducting the election.

2.4 Reimbursement for Expense (01-12-04)

Board of Education Members may be paid mileage, which is to be set annually by the Board of Education, and its actual and necessary expenses incurred in the performance of its official duties.

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

2.5 Vacancies on the Board

The Board of unified district shall have the power to fill any vacancy which may occur in its membership.

2.6 Authority of Board Members

Board of Education members shall have authority only when acting as a Board regularly in session, or when empowered by the Board to act as a committee.

2.7 Organization of the Board

At the first meeting in July of each year, the Board shall elect a president and vice-president from its members, each of whom shall serve for one (1) year, or until his successor is elected and qualified. The Board shall appoint a clerk and treasurer, and other personnel as needed. Such clerk and treasurer, and other personnel shall not be board members and shall serve at the pleasure of the Board.

2.8 Duties of the President

It shall be the duty of the president to preside at all meetings of the Board of Education, and to sign all contracts and warrants ordered by the Board of Education to be drawn upon the treasurer for school monies; shall appoint any board committee that may be desired, or that may be required by decision of the Board; and will perform such other duties as may be required by the Board.

2.9 Duties of the Vice-President

The Vice-President shall serve in the absence or disability of the president, assuming the powers and the responsibilities of the president when serving in this capacity.

2.10 Duties of the Clerk or Deputy Clerk

A clerk shall be employed by the Board and shall keep an accurate journal of its proceedings; take care of its books and documents; countersign all warrants drawn upon the treasury by order of the Board, and perform other duties as prescribed by law or which the board may require; maintain records of accounts due the Board; record all contracts; and prepare and submit annual reports showing the following:

1. Money received by the treasurer since the last report, and from what sources received.
2. Amount of building and other special funds and how invested.
3. All monies disbursed and the purposes for which expended.
4. Balance of the general fund in the hands of the treasurer.
5. Balance of the bond and interest fund in the hands of the treasurer.

6. The deputy clerk shall serve in the absence or disability of the clerk, assuming the powers and the responsibilities of the clerk when serving in this capacity.

2.11 Duties of the Treasurer & Assistant Treasurer

The treasurer and assistant treasurer are appointed by and directly responsible to the Board of Education and shall be covered by a \$10,000 corporate surety bond furnished by the Board of Education.

1. Shall deposit all money belonging to the Board, in accord with the provision of Chapter 9, Article 14 of the General Statutes of 1949, and acts amendatory supplemental thereto.
2. Shall attend meetings of the board when required.
3. Shall pay money belonging to the Board only upon warrants signed by the president, or in his absence by the vice-president and countersigned by the clerk.
4. Shall invest idle funds of the district in a manner that will be in the best financial interest of the district and in accordance with Kansas statutes.

2.12 Organizational Meeting

The meeting of the Board for organization will be held at a time after the first of July established by the board in the June meeting. Officers will be elected at this time.

2.13 Time and Place of Meetings

The date, time and place of the regular meeting of the Board shall be set annually at the July organizational meeting, unless ordered otherwise by Board action.

Regular monthly board meetings shall be adjourned no later than 10:30 p.m., except when extended by majority of the board.

2.14 Special Meetings

Special meetings may be called at any time by the President of the Board or by joint action of any three members thereof. Written notice, stating the time and place of any special meeting and the purpose for which called, will, unless waived, be given each member of the Board at least two (2) days in advance of such meeting and no business, other than that stated in the notice will be transacted at such meeting. (72-6754)

2.15 Adjourned Meeting

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

2.16 Public Participation at Board Meetings (2-11-08)

Open Forum

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

Patron-Requested Agenda Items

Any patron may request addition of a specific agenda item and shall notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

Handling Complaints

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

2.17 The Agenda

The superintendent shall prepare the agenda for board meetings in cooperation with the president of the board, and the agenda shall be distributed to board members before the board meeting.

Any member may request that items be placed on the agenda. Items to be included on the agenda should be brought to the attention of the president of the board of education or superintendent.

The agenda should be distributed by Friday afternoon prior to the board meeting.

2.18 Order of Business (05/13/02)

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

The board agenda shall be compiled by the superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda. The agenda may include a period of time when the public may speak to the board.

The annotated agenda shall be sent to all board members at least three calendar days prior to any regular board meeting.

The agenda format may include:

- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment;

- important correspondence;
 - bids, specifications;
 - attendance center reports; and
 - requests for hearings and other such information.
- Other items and reports may be added to the agenda.

2.19 Quorum

A majority of the members (4) of the board who have duly qualified will constitute a quorum for the transaction of business. A new call shall be issued if a quorum fails to appear within thirty (30) minutes following the time set for the meeting.

2.20 Election of Employees (04-10-06)

The board will approve employees except those rendering temporary service, as follows:

1. Regular meeting in January or as soon thereafter as possible--superintendent of schools;
2. Regular meeting in February or as soon thereafter as possible--members of the administrative staff, principals and central office administrators;
3. Regular meeting in March--teaching staff, counselors, consultants and special service personnel;
4. Regular meeting in May—classified personnel.

2.21 Recording of Vote

The official vote on all decisions will be so recorded in the official minutes by the clerk. A roll call vote may be requested by any members prior to the Board President calling for the question.

2.22 Record of Proceedings

The minutes of the board will be recorded by the clerk, approved by the board in regular session, signed by the clerk and president of the board, stored in a safe place, and will be made available, as is any other public document, to any citizen desiring to make an examination of such minutes for a just cause during the hours when the school board office is regularly open to the public. Minutes of the board meetings are official after they have been approved by the board.

2.23 Amendments and Suspension of Rules and Policies

New policies, rules and regulations of the board may be adopted and existing policies, rules and regulations may be amended or repealed at any regular meeting of the board by a majority vote of all members of the board after notice of intention to consider such action is given at least four days prior to such regular meeting.

2.24 Maintenance of Board Policy

The superintendent of schools will maintain a copy of the policies, rules, and regulations, and will endeavor to record and keep up to date such handbook as policies, rules and regulations are changed by board action. Such book will be in loose-leaf form, and will be fully indexed. As changes occur, the date will be stated and reference made to the minutes showing adoption of the same.

All members of the administrative staff are to have copies of the policies, rules, and regulations, and should be kept informed by the superintendent of schools as to changes in policies, rules, and regulations. All members of the administrative staff are to be responsible for informing their staffs as to the policies, rules, and regulations of the board of education.

2.25 Public Records (09/10/07)

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

Types of Records

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

Central Office Records

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

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records and personnel records.

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Acts. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request,

if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

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

Disposition

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

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

District employees shall follow the guidelines found in the student records policies (See 7.3 and 7.4).

2.25.1 Document Production, Including Electronic Information (09/10/07)

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

2.26 Depository of Funds

The Board of Education shall designate by official action, recorded in its minutes, the State and National Banks, which shall serve as depositories for school district funds for each fiscal year. The board treasurer shall deposit funds only in such designated banks.

2.27 Property Insurance

The Board of Education shall review insurance coverage annually or at any time when the physical assets of the school district are increased or decreased and shall assure themselves that insurance coverage is adequate and consistent with good business practice.

2.28 Organization Memberships

The Board of Education may hold membership in the Kansas School Board Association and National School Board Association. All school board members shall be reimbursed for expenses while traveling on school business to the KASB and NASB meetings.

2.29 District Authority (01-12-04)

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

Home Rule

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

ARTICLE III
THE ADMINISTRATIVE SERVICES

3.1 Underlying Policies or Purposes

1. To delegate to the Superintendent of Schools, the administrative functions of the Board of Education, with the board retaining its legislative and judicial functions.
2. To provide such additional administrative staff as may be needed to assist the Superintendent of Schools in his administrative functions.
3. To establish qualifications of such personnel as are in keeping with the requirements of the particular position.
4. To give formal approval to the administrative structure and relationship of the school system as developed by the Superintendent of Schools and his staff.

3.2 Definition of Central Administration

The term “Central Administration” will apply to those officers and to those controls that operate over the school system as a whole, or over some administrative division of the system. Other administrative services are those involving the administration of a school.

3.3 Central Administrative Officer

The line officer of this unit of the administrative system shall include the Superintendent of Schools. This position involves administrative functions that operate over the school system as a whole and command broad, general divisions of the school district.

3.4 Line and Staff Organization

Line organization is basically simple in that it involves a direct flow of authority upward and downward. A line officer has power and authority over subordinates and is a generalist who executes administrative actions.

Line officers have the ultimate responsibility for carrying out the educational program and there is a direct line of authority and responsibility that extends from the electorate to the teachers and pupils. The line of authority extends both ways. Theoretically, a person in this line always deals with the person next in authority either above or below him.

ELECTORATE
BOARD OF EDUCATION
SUPERINTENDENT OF SCHOOLS
PRINCIPALS
TEACHERS
PUPILS

3.5 The 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.

3.6 Qualifications

The superintendent shall have or be eligible for a Kansas superintendent's certificate.

3.7 Duties

The responsibility of the superintendent shall be:

1. To serve as administrative head of the district;
2. To keep the board informed on the progress and condition of the schools;
3. 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;
4. To carry out the board's policies and rules;
5. To monitor educational policies and to recommend needed changes to the board;
6. To recommend positions required to provide adequate personnel for the operation of education programs;
7. To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;
8. To supervise the preparation of the annual budget and to recommend it to the board for consideration;
9. To advise and recommend in business administration matters;
10. To study the schools' needs and to keep the public informed concerning these needs;
11. To assure that the district finances are properly managed.

3.8 Recruitment

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 superintendency 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.

3.9 Appointment

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 nonrenewal.

3.10 Compensation and Benefits

Compensation and benefits of the superintendent shall be determined annually by the board and shall be based on performance and the ability to carry out the board's policies.

3.11 Travel Expense

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business and reported monthly to the board. Expenses for extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

3.12 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.

3.13 Qualifications of the Building Principals

1. Secondary Schools: It will be the general policy to require that persons approved as Secondary School Principal will hold the Master's Degree qualifying the principal for a secondary school administrator's certificate from a college or university of approved standing and shall have had approved and successful experience in his chosen field.
2. Elementary Schools: To be eligible for approval as a principal of an elementary school, the candidate must have at least the Master's Degree qualifying him for an elementary school administrator's certificate from a college or university of approved standing. In addition, such candidate must have had teaching and/or administrative experience on the elementary school level.

3.14 Appointment of Building Principals

All principals will be appointed by the Board of Education after recommendation by the Superintendent of Schools. Building principals may be appointed for a term of one, two, or three years.

3.15 Duties of Building Principals

1. The relationship of the building principals with other staff members are as indicated on the organizational chart.
2. The building principal is directly responsible for the organization, administration and supervision of the instructional program within his/her school. As instructional leader in an individual school, the principal shall cooperate with the directors and other staff members, and in general shall develop and continually review a program designed to develop and improve instruction within an individual school.
3. The building principal has responsibility for the general welfare of students, administration, the principal has overall responsibility for the supervision of students during the school day, on school trips and during any activity or function sponsored by the school and attended by students. In addition, pupil personnel responsibilities include those concerning pupil discipline, attendance and development and progress of individuals as they are affected by the instructional program. In general, the school does not assume responsibility for the conduct of children to and from school, but will work cooperatively with parents in attempting to control such conduct.
4. The principal shall be informed and comply with the legal and regulatory requirements of various governmental agencies, such as:
 - a. The State Fire Marshall
 - b. City Police and Fire Departments
 - c. State Board of Health
 - d. Civilian Defense Agency
 - e. The Federal Government
 - f. The Board of Education
 - g. The State Department of Education
 - h. Local Health Agencies
5. The principal is an authority over the building and grounds, and as such, is responsible for the maintenance of a safe, clean, attractive and well kept building. In the performance of this responsibility, the principals shall cooperate with the superintendent and the custodial force of the individual school.
6. The building principal is responsible for the fostering of harmonious relationships with patrons and the community in general.

3.16 Substitutes for Principals

Substitutes for Principals may be provided as needs dictate. Said substitutes will be approved by the Superintendent of Schools.

3.17 Mileage Reimbursement for Administrators

Administrators will be reimbursed on a mileage basis for district official travel when using their personal cars, at the rate set annually by the Board of Education.

3.18 Membership

The administrative staff consists of the following positions:

1. Superintendent of Schools
2. Secondary Principal
3. Elementary Principal
4. Clerk of the Board of Education

3.19 Purpose

The purposes of the Administrative Staff are:

1. To allow an exchange of information, practices and problems between and among administrators of all schools.
2. To serve as a sounding board and an advisory body for the Superintendent so that he may be aware of concerns, attitudes, feelings, etc., of the personnel of the entire school system.
3. To make administrative decisions which are appropriate for this group and to make policy proposals to the Superintendent which may be recommended to the Board of Education.

3.20 Administrative Workshops

All administrators will give oral reports to the Board of Education of all workshops attended.

3.21 Policy Implementation (09/11/00)

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in the Board of Education policies and rules.

3.22 Relatives of Administrators (12/10/07)

The superintendent will not recommend for employment any person who is a relative of the superintendent. Additionally, the superintendent, assistant superintendent,

principals and directors shall not directly supervise or evaluate any person who is a relative.

The superintendent will make reasonable efforts to determine whether a candidate for employment in the district is related to a board member, the superintendent, an assistant superintendent or a director. If a candidate is related to a board member or any of these officials, the superintendent will make this fact known to the entire board.

Part-time or Seasonal Employees

The district may employ relatives of board members or administrators for seasonal or limited part-time work. In addition, the district may employ relatives as outlined in emergency situations when the employment of such persons is in the best interest of the district. An emergency situation may be determined by the superintendent and will be explained in a public meeting of the board prior to the board's approval of employment of a relative.

**ARTICLE IV
EDUCATIONAL PROGRAM**

4.1 Underlying Policies or Purposes of the Educational Program

1. To give to each child, insofar as his abilities permit, a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic and use of written and spoken language.
2. To provide flexibility in the curriculum so that the gifted, the typical and the handicapped may be prepared for effective citizenship and service whether the child enters a vocation from secondary school or continues in post high school programs.
3. To provide physical education and health service so that every child will learn to develop and safeguard good health habits and physical skills.
4. To provide opportunities for experiences in the cultural and fine arts so that every student, through self-expression, becomes more aware of aesthetic values and acquires some discriminating insight as a future consumer or practitioner.
5. To develop a guidance program which will be a basic part of the total educational program and will be designed to assist the development of each individual in the manner reflected by this philosophy.
6. To introduce and prepare each child for an appreciation and understanding of the world of work.
7. To develop clear, critical and creative thinking in the social and physical sciences.
8. To develop an acceptance of the obligation for conserving and making wise use of human and material resources.
9. To develop an acceptance of moral, ethical and spiritual values conducive to democratic living.
10. To challenge each child through motivation, incentives and educational experiences designed to provide students with the opportunity to develop appreciation for the value of learning and to develop those skills necessary to "learn how to learn" so that such skills become functional and useful in problem solving.

4.2 Organization of Schools

The schools of district 342 are to be organized for classification as follows:

1. Elementary School - Kindergarten through Grade Five
2. Middle School - Grades Six through Eight
3. Secondary School - Grades Nine through Twelve

4.3 Curriculum Point of View

The organization and establishment of curriculum in the school system shall be governed by the principle of "adaptation to individual, community and national needs."

The curricular structure shall be coordinated and integrated vertically and horizontally in such a way as to contribute to continuity in the instructional program from kindergarten through grade twelve. The Board of Education encourages the development of a program designed to explore, evaluate and to adapt new techniques to curricular improvement.

4.4 Purposes of the Curriculum

The curriculum includes all experiences of the pupil, both in and out of the classroom, used by a school for the growth and development of the learner.

The broad framework of the curriculum, developed and adopted by the school system, should allow for as much initiative as the teacher and the pupils can use wisely to organize experiences appropriate for pupils of varying needs and abilities.

4.5 Specialized Instructional Services

1. To provide such additional special service personnel as may be needed to assist in the development and improvement of the instructional program.
2. To broaden the instructional program through the provision of specialized instructional programs in keeping with the needs of the school district.
3. To establish qualifications of such personnel that are in keeping with the requirements of the particular position.
4. To give formal approval to the duties and relationships of such personnel as developed by the Superintendent of Schools and his staff.
5. To enrich the instructional program through the provision of specialized technical assistance to the classroom teacher.

4.6 Special Education Program

The Board of Education will attempt to make a program of special education available to all children, K-12, who need the benefits of such special instruction.

4.7 Homebound and Hospital Instruction for Children Who Are Ill

A program of homebound instruction will be made available to all children, who because of physical limitation or severe emotional disturbance are unable to attend school.

Homebound or hospital instruction is made available through the Superintendent of Schools in a manner consistent with the rules and regulations of the Northeast Kansas Education Service Center.

4.8 Elementary School Music (04-10-06)

Instruction in instrumental music may be made available to all elementary children in the district following the completion of their fourth grade school year. School owned instruments will be issued primarily to those students who are judged as

potentially capable, yet unable to participate because of economic and other reasons. Classroom music may be made available to all elementary children in grades kindergarten through fifth by the music teachers and/or aides.

4.9 Secondary School Vocal and Instrument Music

A program of vocal and instrumental music may be made available to all secondary children of the schools.

4.10 Private Tutoring

Private tutoring can be a vital part of a student's educational program and it is important that the tutoring services be administered in such a manner as to be of benefit to the student and the school. Realizing that in most instances classroom teachers possess the necessary qualifications in their particular fields of training for tutoring, the following are approved as a guide for McLouth teachers and administrators:

1. The mark of an excellent teacher is that going "beyond the call of duty" to instruct or assist one of the students, and therefore should not expect to receive pay for any "out-of-school" hours of instruction given to pupils.
2. A teacher shall not do private tutoring at any time during the regular school day or at any time that would prevent accepting responsibilities in school related activities.
3. Unless approved by the superintendent, a teacher will not use school facilities in connection with private tutoring, but may check out materials from principals or from the office of instruction.

4.11 Summer School Program

The Board of Education may make available classes of summer school instruction as the needs of the school district seem to demand. Such a program may be designed as an enrichment or remedial experience over and beyond the regular school year classes and may encompass kindergarten through grade twelve. The Board of Education may provide the necessary facilities for conducting a summer school program.

The Board of Education cannot always be expected to provide local tax funds for the services of instructors, materials, supplies, etc. A fee may be charged to students who enroll in the summer school program. The fee assessed will be based upon the cost of the instruction and materials necessary for implementing the program. If federal funds are available for the summer school program they may be made available according to the guidelines set forth by the grant and to the limits of the sources provided. Necessary supervision will be provided all programs to insure that the classes are meeting the needs for which they were organized. Such supervision may be provided from both nonlocal tax funds and regularly employed administrative personnel.

4.12 School Trips (10-10-05)

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

4.13 Parental Permission for Trips

1. "Blanket" permission for all school trips within the school district will be secured from the parents of each pupil when he/she first enrolls in the elementary school.
2. Special permission will be requested of parents for each elementary school child each time a school trip is taken outside the district.
3. No school trip will be taken without the prior approval of the building principal.
4. Trips will be by such conveyance as will insure maximum safety to the participants and provide adequate protection involved in the use of transportation facilities.

4.14 Provisions of the Textbook Rental Program (05-09-05)

1. The Board of Education will provide the funds with which to make initial purchases of text materials for use of all elementary and secondary school pupils through the textbook rental program.
2. Expansion and maintenance of the program will be carried out on a gradual basis in accordance with requirements and limitation imposed by the State Department of Education, the needs for text materials, and availability of funds.
3. The rental fee to be charged each participating pupil will be such as to permit recovery of the initial cost of the text and related materials during the period of its use.
4. The fund of accruing fees will constitute a rotating fund to be used solely for maintenance of the program and for the replacement of materials. The program will be operated on a nonprofit basis. Should the established program show a profit beyond a sound operating balance, the fees will be reduced accordingly.
5. The rotating fund created for and by the textbook rental program will be handled in a special account by the Board of Education Office for the elementary and secondary schools.
6. Decisions regarding the nature and use of text materials provided through the program will be made by the curriculum committee and elementary and secondary principals collectively.
7. Should an elementary or secondary pupil damage or destroy text materials provided under this program, the pupil will provide for satisfactory repair or replacement of the materials. The classroom teacher and the principal will have the responsibility for enforcing this regulation.

4.15 Basic Testing Program

There will be a basic testing program designed to evaluate the outcome of the educational program and to provide information needed in working with individuals. Such basic testing programs will be supplemented by such individual and supplementary tests as the needs of the educational program and the district would seem to indicate. Such a program will be coordinated from kindergarten through grade twelve in order to provide continuity in the total program. The coordination and development of such a program will be the responsibility of the superintendent of schools.

4.16 Student Organizations and Activities

The Board of Education encourages the provision and establishing of such student organizations and activities as may be needed to provide a well-rounded educational program. However, such organizations and activities are to be conducted in strict accordance with the rules and regulations established by Kansas Educational Agencies. Every effort should be made to schedule student activities in such a way as to avoid infringing upon student and teacher time spent in academic work. Scheduling of night activities will not be allowed on Wednesday nights. This would not apply to afternoon or early evening activities.

4.17 Distribution of Printed Material on School Property

Printed material to be distributed on or in school buildings shall have prior approval of the building principal. The principal will give approval or disapproval based on the criteria that the distribution of such material would or would not interfere with the educational efforts of the school. The following facts will be used by the principal in making the decision concerning the distribution of materials.

1. Names and addresses of parties directly and indirectly responsible for the preparation and distribution should be determined.
2. A preview of the nature and content of the material should be made in order to assure that it is without profanity and obscenity and that nothing be contained therein, which would encourage and promote criminal or unlawful activity.
3. The time and place of the proposed distribution of such materials should be known and assurance reached that the distribution will not interfere with the instruction of distributors or with the instruction of other students.
4. Assurance should be made that discarded printed materials will not create litter in the building or on the premises.

4.18 Athletic Programs

A program of competitive athletics will be made available to students from grade seven through grade twelve. The athletic program should be as nearly self-sufficient financially as possible, with the fee rate being such as to not be prohibitive to interested spectators and patrons. However, in some cases, program subsidy will be provided on

recommendation of the Superintendent of Schools and approval of the Board of Education.

4.19 Cooperating Agencies

A number of agencies and organizations within the county provide resources of inestimable value to the schools and to our community. The Board of Education encourages cooperation with such agencies and organizations.

4.20 Controversial Issues and Their Place in the Schools of District 342

Democracy does not thrive when people conceal, compromise or apologize for their views on issues. In fact, it is expected that when men hold different aims and views, clashes will sometimes occur. There is, however, agreement regarding allegiance to the rules by which issues are resolved and decisions reached. The ability to deal reasonably with different points of view is essential to intelligent participation in a free and open society.

In view of the importance attached to the free exchange of ideas in the United States, the consideration of issues on which there is public disagreement deserves a significant place in our educational process. Classroom treatment of controversial issues is generally accepted as an important part of education for effective citizenship. In fact, it is difficult to conceive the American schools doing anything other than what they have always done, handling issues on which there is a difference of opinion as a part of the normal day to day operation in a school.

It is our policy in McLouth USD #342 to encourage an impartial, scientific study of controversial issues that result from any area of study in order that pupils may have the opportunity to explore such issues in a learning environment that is as free from prejudice as is humanly possible.

4.21 Definition

A controversial issue is any topic or problem on which there are differences of opinion. A controversial issue arises when different interpretations are given to a particular set of circumstances. Although there may be disagreement over facts, an issue usually becomes controversial because of values which are applied to the facts. Such issues will vary according to region; community; prevailing political, economical and sociological climate and time.

4.22 Criteria for Controversial Issues

1. The topic should be significant or related to a persistent problem so that the information acquired about it will be of continued usefulness. Significant issues are those which, in general, concern considerable numbers of people; are related to basic principles; or at the moment, are under consideration by the public.

2. The topic should be within the emotional, intellectual, and social capacities of the class.
3. There should be adequate and appropriate materials available which present all sides of the issue.
4. The issue should be of importance and interest to students.
5. The topic should be one which the teacher can handle from both a personal and academic point of view.
6. The topic should be one which is in harmony with the nature of the course of study and one which is in keeping with the general aims and objectives of McLouth USD #342.

4.23 Rights and Responsibilities of Teachers

1. Teachers should realize that freedom to teach must not be construed to mean license to shock or to indoctrinate. Teachers must use careful professional judgment in deciding what issues will be discussed in their classrooms.
2. Teachers should have the right to express an opinion providing the pupils understand it is the teacher's opinion and does not have to be accepted by the pupils as an authoritative answer. No pupil should feel ostracized because his opinion varies from that of the teacher or his fellow classmates.
3. It is the duty of teachers to teach students to arrive at decisions based on a rational examination of evidence rather than on an emotional reaction.
4. The teacher who handles controversial issues in the classroom according to the spirit of this statement of policy will have the support of the school administration and the Board of Education.

4.24 Religion in the Schools

The question of the proper role of religion in the public schools is a very sensitive one. The Board of Education of USD #342 is committed to providing the best possible education for the students of the district. Religion and/or personal philosophy are some of the most important aspects of human life and society and accordingly cannot be ignored in the public schools.

At the same time, the board is committed to adherence to the law of the land relating to religious freedom and to the nonestablishment of religion in all the programs and activities of the public schools. The realization of these goals calls for the fullest possible understanding on the part of the personnel of the public school system and on the part of the students, parents, and other members of the community.

The part that religion has played in the social and historical development of civilization is an inevitable part of the school curriculum and should not be avoided at any level of education. When the subject occurs naturally in studying other topics, it should be treated as a part of that study. Students should also be afforded the opportunity, through electives, to study more specific courses in the history, sociology, literature and philosophy of religions. As with any other subject, topics of a religious nature should be viewed objectively and be open to comparative study.

4.25 School Site Councils

A site council shall be established in each building in the district. Each council shall be responsible for providing advice and counsel which may be employed at the school site. Recommendations must be presented to the Board of Education for formal approval prior to implementation. Any questionnaires/surveys to be used for data gathering must also be approved by the Board of Education prior to disbursement.

The membership of each council shall include the building principal, and a majority of representatives consisting of: parents of pupils attending the school, the business community, and community members. The council will also include teachers, other school personnel and/or their spouses.

4.26 Title I Programs (11-10-03)

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

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

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding:
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.

- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy.

4.27 Printing and Duplicating Services (01-12-04)

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

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

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

4.28 College Classes (09-13-04)

With parental permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University. The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

ARTICLE V
THE TEACHING SERVICE

5.1 Underlying Policies or Purposes

1. To make available to the children of McLouth USD #342, the best classroom teachers possible.
2. To establish qualifications that are in keeping with the accomplishing of the above policy.
3. To assign such teachers in a manner that is in keeping with the welfare of the teacher, the students and the school system as a whole.
4. To regulate a teacher's duties in such a way as to permit the maximum attention to the most important task at hand - the teaching of children.

5.2 Qualifications of Regular Teachers

In order to qualify for employment as a teacher in the McLouth Unified School District, each applicant shall possess a Baccalaureate Degree and a valid Kansas teaching certificate. Teaching experience is desired, but beginning teachers may be employed upon the recommendation of the superintendent of schools. Other qualifications being equal, preference will be given to those teachers having experience and hours beyond the Baccalaureate Degree.

The teacher's training must especially qualify the teacher for the position desired, subject to the approval of the superintendent. Secondary school teachers shall have had special training subjects for the work they are to do, subject to the approval of the superintendent. This will apply to both subject matter and professional education courses with the teacher meeting the requirements of the State Department of Education.

5.3 Term of Employment of Regular Teachers

Classroom teachers will be employed annually. Contracts will be executed in keeping with the school calendar as adopted by the Board of Education.

5.4 Appointment of Regular Teachers

The superintendent will recommend teachers to fill all vacancies in the education staff. The superintendent will recommend to the Board of Education at the April meeting a list of teachers who are to be continued in service.

5.5 Assignment and Transfer of Regular Teachers

The superintendent of schools will have the authority to assign all teachers to their respective positions in the school, and to recommend to the Board of Education their reassignments to another school when the best interests of the school program will be served.

5.6 Teachers' Public Relations Function

Good teaching and teacher/pupil rapport benefits not only the individual pupil, but the entire school system. The teacher is the school's most effective instrument in maintaining good home/school relationships.

5.7 General Duties of Teachers

1. To provide the best instructional program possible for students under their direction.
2. To become knowledgeable about the rules, regulations, and policies governing the schools.
3. The teacher is responsible for the conduct of pupils, but shall feel free to consult the principal when it is necessary to do so.
4. The teacher is responsible for evaluating pupil progress and promotion of pupils in keeping with the policies, rules, and regulations of the Board of Education. All teachers will prepare and furnish all reports that may be required to the principals.
5. The teacher is responsible for participating in the cooperative efforts of the staff as a whole. The teacher is expected to contribute toward the development of a maximum team effort and spirit.

5.8 Equal Opportunity and Freedom from Discrimination

It is the intent of the Board of Education that every student in the school system be given the best opportunity possible for a quality education, regardless of economic background, religious affiliation, race, educational need, or gender. It is the intent of the board that all school personnel be free of prejudicial attitudes and actions toward any student.

We know that within any school there will always be a need to work for equal educational opportunities for all boys and girls of the community. We will continue to work toward this ideal throughout the school district.

The board encourages the staff at all times to work with students, parents and citizens to the end of insuring the optimum development of each individual student in the school district.

5.9 Discrimination Denounced

The Board of Education hereby advocates a policy of nondiscrimination as it pertains to the relationship of school personnel to students in the specific areas: racism, sexism, economics, labeling, religion, intellectual capacity, national origin, and age.

5.10 Sexism

All courses will be open equally, without regard to a student's sex, unless a specific course is proven to be a bona fide necessity and exclusively for one or the other

sex. Equal opportunity will be developed for both sexes to participate in and receive the benefits from extracurricular activities, including intramural and interscholastic competition. Equal opportunity will be equated on the basis of financial support, comparable coaching, comparable facilities and comparable game participation, to the extent that the need, interest and demand by both sexes justifies such comparability.

5.11 Instructional Materials

All new textbooks and other instructional materials will be evaluated for any bias with regard to economic background, religious affiliation, race, educational need, or gender and it is the intent of the board that only those materials free from such bias be purchased for use in the instructional program in the school district. Members of the administrative and instructional staff will be guided by this statement as recommendations are made for new instructional materials.

5.12 Qualifications of Substitute Teachers

Substitute teachers shall possess the certification requirements required for the position to be filled. However, in cases where this is impossible, persons whose past experience and training make them likely candidates, may be used. All substitutes will be secured through the building principals.

5.13 Payment of Substitute Teachers

Substitute teachers will be paid on the basis of a schedule as recommended by the superintendent of schools and approved by the Board of Education. For occasional day by day substitution the teacher will be paid on a fixed per diem basis. However, after serving ten days in the same assignment or when the substitute must assume the full duties of the regular teacher, the wage will be governed by the salary schedule.

5.14 Information for Substitute Teachers

Except in instances where emergency does not permit, the regular teacher will prepare outlines and plans for the substitute teacher. Schedules and information concerning routine procedures should be made available by the principal.

5.15 Scope of Negotiations (09-13-04)

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the district.

ARTICLE VI
PUPIL PERSONNEL ADMINISTRATION

6.1 Underlying Policies or Purposes

1. To establish a minimum administrative structure that will provide for the educational and personal welfare of each individual student.
2. To develop the means of classifying, evaluating, reporting and pupil control that are in keeping with the purposes of the schools of District 342 as specified in the educational philosophy of the Board of Education.
3. To provide the opportunity for the maximum intellectual growth of each individual child attending the schools of District 342.

6.2 Admission of Resident Students

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, a person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

6.3 Age of Admission

The age of entrance to kindergarten and first grade is set in accordance with state law. The provisions of this law are as follows:

1. Any child who will attain the age of five (5) years on or before August 31 of any school year shall be eligible to enter kindergarten.
2. Any child who will attain the age of six (6) years on or before August 31 of any school year shall be eligible to enter first grade.
3. Any child who shall have completed a kindergarten course maintained by a public school district or an accredited private, denominational or parochial school shall be eligible to enter first grade regardless of age.

6.4 Admission of Nonresident Students (07/9/91)

Students in kindergarten through grade twelve will be considered legal residents of the McLouth Unified School District if the child lives in the district, with a resident of the district and the resident is a parent, or a person acting as a parent of the child; or the child lives in the district as a result of placement therein by a District Court or the Secretary of Social & Rehabilitation Service.

If a child is homeless, living in a temporary shelter, or without a permanent address, the child shall be treated as a resident. The school principal or designee shall coordinate services for homeless children or youth, including matters regarding access to

school, placement, service or program eligibility, records transfer, and other matters which may require attention because of a child's or youth's homeless condition.

Nonresident students whose previous semester's effort in achievement, attendance and conduct are acceptable, may be admitted to the public schools of this district if they meet the criteria below and are approved by the superintendent.

- 1) EXCEPTION: Students who enroll prior to September 20 (count day).
- 2) EXCEPTION: That exchange student (non-foreign) living in the district under the provisions of a recognized student exchange program may attend district school and will not be charged tuition.
- 3) EXCEPTION: Students in grades kindergarten through twelve inclusive, who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract and made a down payment to buy, build, lease or rent a dwelling which is to be occupied as their primary residence sometime during the first semester will be granted permission to begin the school year in the school attendance area in which they will reside.
- 4) EXCEPTION: When students move outside the McLouth School District on or after the close of the third nine week period, they may be allowed to finish the school year without tuition if their grades and conduct so warrant, and if an application is completed and approved. If the move from the school district is made after the third nine weeks of the junior year, said student may enroll and attend tuition free upon proper request and complete the senior year as long as the student is in good standing. No allowance is made for transportation as it is to be provided by the student and/or the family.

6.5 Testing Services for Children Entering School

In light of the state law, testing to determine eligibility for entrance to kindergarten will not be required; however, parents who have doubts as to the advisability of entering their child in kindergarten or waiting another year may request that the child be given an individual test by a school psychologist. Such requests should be made through the building principal.

6.6 Other Testing Services for Children Entering School

The program of testing will be extended to any incoming kindergarten child when requested by parents. The test data obtained will not be used as criteria for exclusion from or admission to school but rather as early assessment of the child's specific needs and potential.

6.7 Application for Admission (09/11/00)

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be

satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

Enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Admission of Part-Time Students

Students may be admitted on a part-time basis with the approval of the superintendent upon the review of individual student needs. All part-time students must be enrolled and attending by September 20 of each year, unless such date falls on a weekend day, in such case the date is the following school day. Exceptions may be approved by the superintendent of schools.

Transportation will be the responsibility of the resident seeking enrollment.

Students in grades 7-12 will be unable to participate in interscholastic competition, unless they meet all requirements of the Kansas State High School Activities Association.

Transferring Credit

In the middle and senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

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

6.8 Health History Required (07-09-01)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If a parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

6.9 Birth Certificate Required for Admission

The school must verify the reported age of birth with the date shown on the pupil's birth certificate. The school must record the birth certificate number (or the nature of the other proof of birth accepted) on the line below "Birth Place" on the enrollment information sheet. Every reasonable attempt should be made to obtain the birth certificate number.

6.10 Attendance Must Be Regular

Regular attendance is an important contributing factor to school success. The Board of Education feels that school attendance is a privilege and not an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled.

6.11 Absence and Tardiness

Sickness of a student, severe afflictions in the family, exposure to contagious disease, or extremely inclement weather are considered examples of legitimate excuses for nonattendance or tardiness.

6.12 Verification of Absences

The Board of Education shall designate one or more employees who shall each be responsible for determining the acceptability and validity of offered excuses for absence from school of specified children, so that a designee is responsible for making such determination for each child enrolled in school.

6.13 Truancy (09-11-06)

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

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

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

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

Dual Enrollment Students

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

6.14 Conduct - Extent of School's Authority

The schools have the authority, though not the responsibility to regulate the conduct of pupils being transported by the district. The building principal may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules or regulations adopted by the board under authority of this subsection.

6.15 General Conduct of Students

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times.

6.16 Leaving School

Students shall not be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee or parent or guardian, students shall not be permitted to leave the school premises before the appointed hour of school closing, except in cases of illness or at the specific written or personal request of the parent or guardian, and then only with the consent of the principal. No child is to be permitted or directed to go home during the regular school day unless the parent is informed except that in cases of disaster or emergency of great magnitude the principal is authorized to dismiss the entire student body when, in the principal's opinion, such action is in its best interests for safety. A succession of authority shall be established designating those persons empowered to act in case the principal is absent or incapacitated.

6.17 Disturbance, Disorders and Demonstrations in Schools and Activities (04-10-06)

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulations.

Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or grounds.

Any demonstration which is disruptive of a class(es) or school function or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or the superintendent.

Crowd Control at School Sponsored Activities

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; may be asked to leave the premises.

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

Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession

of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

6.18 Nondiscrimination (11/11/96)

Discrimination, insult, intimidation, or harassment against any student on the basis of race, color, national origin, sex, disability, or religion in the admission of access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, USD 342, P O Box 40, McLouth, KS 66054-0040, Phone (913)796-2201, has been designated to coordinate compliance with nondiscrimination requirement contained in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

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

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

6.19 Persons Other Than Students

1. General Public on School Property
 - a. The principal of the building in which an activity to which the public is invited is being held, or other school employee supervising such activity shall demand that all persons involved leave the school property.
 - b. If no results, such principal or person in charge shall call the nearest law enforcement agency for assistance and to enforce state statutes or City Ordinances applicable.
2. Noncertificated Employees of District
 - a. The principal of the building shall demand that such employee return to assigned duty.
 - b. Such principal shall report the disturbance or disorder to the superintendent.
 - c. The principal shall, if deemed necessary, call on the nearest law enforcement agency for assistance and to enforce State Statutes or City Ordinances applicable.
3. Certificated Employees
 - a. The principal of the building shall demand that such employee will return to their assigned station or classroom.
 - b. The principal shall notify the superintendent.
 - c. The superintendent shall make an investigation of the facts and take such action as the superintendent sees fit in accordance with the Teachers' Practices Act.

- d. The principal or superintendent may, if deemed necessary, call on the nearest law enforcement agency for assistance and to enforce State Statutes or City Ordinances applicable.
- e. The Board of Education may take action in accordance with the provisions of the laws of Kansas.

6.20 Discipline

It is the desire and intention of the Board of Education that every available resource be used and every effort be made by school personnel to assist those students who are experiencing adjustment or behavior problems in school. Depending on the nature, seriousness and gravity of the student's behavior, efforts to resolve the problem may, but are not required to include:

1. Hold teacher-student conference.
2. Hold teacher-student-counselor conference.
3. Hold parent-teacher-student conference.
4. Hold case conference involving appropriate staff members of the school and/or related community agencies for the purpose of evaluating the situation and exploring alternatives.
5. Consideration should be given to alternatives such as the following: review and evaluation of the student's program of study with possible adjustments or alternative programs; reassignment to another teacher, or other teachers; specific assignment of a teacher or counselor to the student for frequent contacts, positive reinforcement and counseling.

6.21 Conduct that May Lead to Suspension or Expulsion (09/11/00)

Students may be suspended or expelled for one or more of the following reasons:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
7. Possession of a weapon at school, on school property or at a school sponsored event.

6.22 Weapons (09/13/04)

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

Weapons and Destructive Devices

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapons which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

6.23 Application of Policy to All District Schools

Unacceptable student behavior as identified in 6.25 is a basis for out of school suspension in District #342. The principal of the student's parent school will have the jurisdiction when the misconduct is brought to the principal's attention by another school principal.

There must be sufficient reason to believe that the student's action at school will be much improved before being permitted to return to school.

School administrators may assist parents with student problems that take place on the way to and from school, but legal responsibility for problems away from school premises rests with parents and civil authorities.

6.24 Authorization to Expel or Suspend (09/11/00)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

6.25 Suspension and Expulsion Procedures (09/11/06)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Suspension and Expulsion Procedures

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Suspension and Expulsion Procedures

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer,
- or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Suspension and Expulsion Procedures

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.

- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;

Suspension and Expulsion Procedures

- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

6.26 Procedural Due Process

The following regulations will be followed in affording procedural due process in cases of appeals by students to the Board of Education.

1. The right of the pupil to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select, and
2. The right of the parents or guardians of the pupil to be present at the hearing, and
3. The right of the pupil and counsel or advisor to hear or read a full report of testimony of witnesses against the pupil, and
4. The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit, and
5. The right of the pupil to testify in the pupil's own behalf and give reasons for his conduct, and
6. The right of the pupil to have an orderly hearing, and
7. The right of the pupil to have a fair and impartial decision based on substantial evidence, and
8. The right of the pupil to be notified of the circumstances of the charges and names of the principle witness (or witnesses) against the pupil, prior to the initial hearing in which the pupil's expulsion or extended suspension is proposed.

6.27 Corporal Punishment

Corporal punishment may not be applied.

6.28 Reduced Work Load

All students shall be expected to carry a normal load of classroom work and to participate in classroom activities; however, a student whose health demands it, upon presentation of a physician's certificate and with the consent of the principal, may be permitted to carry less than a normal work load and restrict activities to those which seem to be in the best interest of the child and the school.

6.29 Student Accident Insurance (8-8-05)

The Board of Education, through each local school, makes available a student accident insurance program, covering accidents occurring during the time the student is under the jurisdiction of the school. This insurance is voluntary on the part of students and parents, or guardians, and the nominal premium is to be paid by them. Such programs may be administered by the local PTO officials or other parent groups. Athletic insurance is recommended of all athletes at the student's expense.

6.30 Promotion, Retention and Assignment

All assignment, retention and acceleration actions shall be the responsibility of the building principal in consultation with parents, and appropriate school personnel.

6.31 Grade Entrance

Pupils may enter grades one to six at any time upon the basis of credentials submitted from other accredited school systems.

6.32 Grade Promotion and Classification

Pupils in grades kindergarten to six are promoted on the basis of the teacher's estimate of the work done by the pupil and such evidence of mental capacity and ability as the school system is able to gather.

Special placement is made at any time on the same basis with the approval of the building principal and parents. Provisions may be made to allow students to progress at their varying rates of speed within the subjects or grades.

6.33 Secondary Education

The period of secondary education comprises grades seven through twelve. Students may enter the secondary school:

1. When regularly transferred from the elementary school upon successful completion of sixth grade work.
2. By special promotion or transfer, or joint recommendation of the elementary and secondary school principals, when it is clear that they will profit more by secondary school work.

6.34 Middle School Promotion Requirements (12/10/07)

A seventh or eighth grade student must pass seven or more semesters of eight semesters of core classes (language arts, math, science and social studies) and sixty percent of the semesters of their exploratory courses to be promoted to the next grade level. A sixth grade student must pass nine or more semesters of the ten semesters of core classes (language arts, math, science, social studies and reading) and sixty percent of the semesters of their exploratory courses to be promoted to the seventh grade.

6.35 Graduation Requirements (04-12-04)

Students will need twenty-four (24) units of credit to graduate from McLouth High School. One-half unit of credit may be earned per semester or one unit of credit per year. The following are requirements for graduation from McLouth High School.

- 4 Language Arts – Freshman, Sophomore, Junior, and Senior English or College English
- 3 Social Studies – one must be World History, one and one-half must be American History, and one-half American Government (beginning with graduating class of 2007)
- 3 Math (beginning with graduating class of 2008)
- 3 Science – one credit physical and one credit biological (beginning with graduating class of 2008)

- 1 Computer – one credit Computer Applications
- 1 Physical Education/Health
- 1 Fine Arts (Music, Art, Drama, Foreign Language)
- 1 Practical Arts (FACS, Industrial Arts, Computer, Business)
- 7 Electives – of which only one may be Student Aide (beginning with the graduating class of 2008)
- 24 Total Credits required for graduation

6.36 Summer School, Correspondence Credit and Continuing Education Credit

Credits contributing to high school graduation may be earned, subject to certain limitation, rules and regulations determined by the administration through the avenues of Summer School, Correspondence or Continuing Education credit.

6.37 Married Students

Married students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

To clarify questions that may arise and to make possible fair arrangements for all cases in which married students may be involved, the board has established the following regulations and principles:

They may be classified as special students for attendance purposes, subject to mutual agreement.

All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

6.38 Student Reports

Each student shall receive a report of his scholastic progress, attendance record and citizenship rating at regular intervals during the school year, on dates designated in the annual school calendar.

6.39 Grades

The Grading system in the secondary school shall be as follows:

A---Signifies that the pupil is doing excellent work, is making outstanding progress and frequently performs tasks beyond those regularly assigned.

B---Signifies that the pupil is doing very good work, is making commendable progress, and occasionally performs tasks beyond those regularly assigned.

C---Signifies that the student is doing average work and is making moderate

progress.

D---Signifies that the pupil is doing inferior work, but is making some growth.

F---Signifies that the pupil is not meeting minimum requirements to receive credit.

I---Incomplete: The student has not completed assigned work.

6.40 School Parent-Teacher Conferences

Parent-Teacher conferences will be held in accordance with a schedule indicated by the officially adopted school calendar.

6.41 Cumulative Records

Cumulative folders will be maintained for each pupil enrolled in Unified School District #342. The folder will be started when a pupil enters McLouth School for the first time and will be retained in the school where the student is attending. The folder will include all pertinent factual material regarding the pupil that will aid the staff to better understand the pupil except psychological evaluations. These should be cared for as indicated in section 6.42.

6.42 Psychological Evaluations

Psychological reports shall not be included in the cumulative record of students. Separate files will be maintained by the building principal for these reports. When a psychological evaluation has been made, a notation should be made in the file that the student was individually evaluated, the test administered, the date administered and the date of the parent conference concerning the evaluation.

6.43 Complaints and Grievances

Students who have concerns about the application of any school rule or regulations may file a complaint through procedures established in the board's rules and regulations.

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, USD 342, 217 Summit Street, McLouth KS 66054-0040, Phone: 913-796-2201 has been designated to coordinate compliance with nondiscrimination requirements contained in the 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 American with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify

the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

6.44 Search and Seizure in the Schools

The principal of a school may search or authorize the search of a student's locker or desk for possession of illegal items. Lockers and desks, although assigned to individual students, are the property of the school district and therefore authorities hold the locker in custody. The building principal or designee may search any locker at any time the principal believes that the locker contains matter prohibited by law or school regulations. It is the right and responsibility of the principal or designee, in company with another school employee and the student whose locker is to be opened when feasible, to make a search of the desk or locker, to seize any item of an illegal nature and turn it over to the civil authorities.

The above statement in no way allows intrusion into an individual's desk or locker by other students.

6.45 Child Abuse (09/10/07)

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

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

SRS Access to Students on School Premises

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview in loco parentis.

Cooperation Between School and Agencies

Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal will confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

6.46 Interrogation and Investigations (9-13-04)

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on the criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

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 ask the law enforcement officer 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 at school and if necessary to take students or other persons into custody.

6.47 Privacy of Student Records

McLouth Unified School District 342 considers all student records, except directory information to be confidential. Appropriate procedures and safeguards will be established and followed to govern access to student records and the release of student records and information to persons, agencies and organizations outside of the school system. Such procedures and safeguards will be consistent with and pursuant to Section 438, Public Law 93-380 as amended.

Definitions:

1. "Attendance" at any agency or institution includes, but is not limited to: attendance in person and by correspondence; and the period during which a person is working under a work-study program.
2. "Commissioner" means the U.S. Commissioner of Education.
3. "Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.
4. "Disclosure" means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
5. "Education Records" means those records which: are directly related to a student and are maintained by an educational agency or by a party acting for the agency. The term does not include: Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which: are in sole possession of the maker thereof and are not accessible or

revealed to any other individual except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeed the maker of the record in his or her position.

6. "Eligible Student" means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.
7. "Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the Act unless the school district has been provided with evidence that there is a court order governing such matters as divorce, separation, custody, or a legally binding instrument which provides to the contrary.
8. "Party" means an individual, agency, institution or organization.
9. "Personally identifiable" means that the data or information includes: the name of a student, the student's parent, or other family member; the address of the student; a personal identifier such as the student's social security number or student number; a list of personal characteristics which would make the student's identity easily traceable; or other information which would make the student's identity easily traceable.
10. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.
11. "Secretary" means the Secretary of the U.S. Department of Health, Education, and Welfare.
12. "Student" includes any individual with respect to whom an educational agency or institution maintains education records.

McLouth Unified School District 342 will permit the parent of a student or eligible student who is or has been in attendance at McLouth USD #342 to inspect and review the educational records.

A parent or eligible student who desires to inspect and review the educational records of the student shall submit, in writing, a request to the building principal in charge of the records.

Either parent or eligible student has authority to inspect and review the educational records of the student unless McLouth USD #342 has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as divorce, separation or custody, which proves to the contrary.

Each building principal is charged with the responsibility of student records. These records include: records, files, documents and other material containing personally identifiable information directly related to the student.

McLouth USD #342 is not required to honor requests to review the following records: financial records of the parent; records of supervisory and administrative personnel in sole possession of the maker or his/her substitute.

The parent of a student or an eligible student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request in writing, the records to be amended.

The building principal will decide if the records should be amended. If the request is denied the requesting party is to be notified in writing within thirty (30) days. The parent or eligible student is to be advised of the right to a hearing. The request for a hearing shall be in writing and directed to the Superintendent of Schools.

Parties to whom education records may be released without the consent of parent or eligible student:

1. Other school officials, including teachers, within the educational institution or agency who have been determined by such agency to have legitimate educational interests.
2. Officials of other schools or school systems where: student must be seeking enrollment in other school system; and parents, notified of the transfer, receive a copy of the record, if desired and have an opportunity for a hearing to challenge the content.
3. Authorized representatives of: Comptroller General of the United States; Secretary of HEW; Administrative head of education agency and state educational authorities.
4. In connection with a student's application for, or receipt of financial aid.
5. State and local officials to whom information is specifically required to be reported pursuant to state statute adopted before November 19, 1974.
6. Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs.
7. Accrediting organizations.

Schools may make directory information available without parental or eligible student's consent:

1. School must give public notice of categories of information designated as directory information with respect to each student.
2. School must allow reasonable time after public notice to allow parents to inform the school that any and all of the directory information should not be released without the parent's prior consent.
3. Directory information includes the following information about the student:
 - a. The student's name, address, telephone number, date of birth,
 - b. the student's major field of study,
 - c. the student's participation in officially recognized activities and sports,
 - d. the weight and height of members of athletic teams,
 - e. dates of attendance,
 - f. degrees and awards received, and
 - g. the most recent educational agency or institution attended by the student.

The parent of a student or an eligible student may request personal copies of the records. The charge of the records shall be .10 per 8 1/2 x 11" page, plus mailing charges, if necessary.

6.48 School Dances (8-8-05)

All school dances and the Prom, will be under the direct supervision of the building principal and will be held on school grounds, unless otherwise approved by the Administration.

6.49 Cheerleading

As of June 9, 1987, all cheerleaders, grades 7-12, will be allowed to participate in both cheerleading and sports during the same season.

6.50 Parking Lot Regulations

Any city, county, or state law enforcement officer on duty is to enforce all city, state, or school regulations concerning operation of motor vehicles such as:

- A. Speed limit 15 MPH
- B. Reckless driving
- C. Illegal mufflers, fireworks, and noisemakers
- D. Unlawful assembly
- E. Criminal trespass

Vehicles driven to school must be parked in designated parking areas. Violation of parking or vehicle operating regulations may result in loss of the privilege of driving to school and/or the use of parking facilities.

Once students have arrived at school, they are to proceed directly to classes. They are not to enter or leave the grounds before the normal dismissal time without written permission.

6.51 Athletic Participation (08/14/90)

The philosophy and intent of USD #342 is to provide an opportunity for all students who so desire to participate in interscholastic athletic competition as much as possible. Our desire is to promote sports as a worthwhile endeavor with lifelong benefits and advantages. The junior varsity contests are the training grounds for varsity athletics. All participants not playing on the varsity level should be allowed and given the opportunity to play in the junior varsity games. However, there may at times, due to disciplinary actions, exist circumstances which do not allow a student to participate.

6.52 Ira Brammell Award

The Ira Brammell Award may be given to an athlete in each sport each year, to a deserving high school student. The participant may be selected on athletic ability and scholarship, leadership, character, dedication and inspiration. The head coach of each sport may nominate one or more participants to the selection committee who will make the final selection. The McLouth High School Principal will be the committee chairman, and will select four other members to serve on the committee.

6.53 Senior Day

One school day may be designated by the High School Principal for senior activities.

6.54 Student Accidents

Any school employee who discovers an accident on school property involving a student shall immediately report the accident to the building principal or designated representative and follow the rules established by the board.

School employees are not trained to administer medical treatment to students. In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

In no event will school employees diagnose or in any other way treat a student suspected of injury other than attempting to make the student as comfortable as possible according to first aid procedures while waiting for competent medical treatment.

Procedure to be followed:

An information card containing the following information shall be on file in the building principal's office:

Names and addresses of parents, their home and business phone numbers;

Names of some other persons to be called in the event of an accident and their phone number(s);

Name of family physician and his office phone number;

Permission to call the family physician in the event parents cannot be reached and permission to act on his advice.

The accident procedure should include but not be limited to the following steps:

When an injury is reported, the principal or designated representative will immediately make the student as comfortable as possible:

Visually determine, if possible, the extent of the injury;

Have the school office call the parents;

If the parents cannot be reached, the family physician should be contacted; and

If the parents are contacted, the injury should be described and appropriate action determined with consent of the parents.

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student, except as provided under 6.55 First Aid.

6.55 First Aid

First aid may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency.

Accidents and illness may occur in the classroom and on school grounds and all school personnel shall be prepared to follow the necessary first aid procedures and other rules established by the building principal.

First aid will be limited to the applying of simple bandages or infection preventatives, except that justifiable emergency aid to prevent further injury, disability or death, such as stopping excessive bleeding will be permitted.

At least one person in every school building in the district should be a trained person qualified to administer first aid.

6.56 Supervision of Medication (09-13-04)

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

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

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

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

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

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

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

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

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

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

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

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

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

6.57 Dispensation of Over-The-Counter Drugs (11/29/89)

In elementary schools and some special education programs over-the-counter or nonprescription drugs such as aspirin, Tylenol, decongestants and cough medication, may be brought to school if accompanied by a signed parent permission with the exact dosage for each day and if the parent administers the medication or states in writing that the child is to administer it to him/herself. The medication must be checked in with the nurse or other designated personnel. Over-the-counter medication must be in its original container. In secondary schools, students and parents are responsible for the administering of all over-the-counter drugs.

6.58 Sexual Harassment (09-13-04)

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

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

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

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal

harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

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

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

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

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

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

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

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

6.59 Reporting to Law Enforcement (09/10/07)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

1. in possession of a weapon,
2. in possession of controlled substance or illegal drug; or
3. to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Notifying Law Enforcement

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal, after obtaining the consent of the parent or eligible student to release of the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number, if available, a description of the conduct that resulted in the suspension or expulsion from school, and the date the suspension or expulsion was imposed.

6.60 HIPAA Policy (01-12-04)

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

Staff Training Required

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

Compliance Required

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

6.61 Student Self-Administration of Medication (10-10-05)

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated at enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administration has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the schools, its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

6.62 Student Privacy Policy (01-12-04)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

6.63 Homeless Students (01-12-04)

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Release of Student Records

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as

an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which

relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

6.64 College Classes (09-11-06)

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

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

6.65 Educational Testing Program (09-11-06)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

6.66 Exceptional Students (09-11-06)

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

A student enrolled in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

6.67 Bullying (09/10/07)

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

ARTICLE VII SCHOOL MANAGEMENT

7.1 Underlying Policies or Purposes

1. To provide structure that is consistent with state law and requirements of the State Department of Education.
2. To provide such structure as is necessary for the promotion of pupil welfare and that of the school district as a whole.
3. To develop such structure in cooperation with the Superintendent of Schools and the staff.

7.2 School Calendar

The calendar of each successive year shall be adopted on recommendation of the Superintendent of Schools and approval of the Board of Education. Such adoption will take place as early in the preceding school year as possible, but not later than the regular meeting of the Board of Education in April.

7.3 Disposition of Records

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored electronically.

7.4 Responsibility and Maintenance of Records

All pupil records are confidential and irreplaceable. They should not be taken from the building at any time. They should not be made available to persons other than certified staff members of the McLouth Schools except on order of the court or by permission of the principal or the superintendent of schools.

The principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

7.5 Disposition of Grade Books

At the beginning of a new term of school, grade books used the previous year should be kept for one (1) year and then destroyed. This should be done under the supervision of the building principal after determining that all pertinent, permanent information has been recorded on permanent record.

7.6 Destruction of School District Records

The board of education may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of district records to destroy the same in accordance with state and federal law.

7.7 Responsibility for Keeping Financial Records

The Superintendent of Schools shall have general responsibility for the budgeting and accounting for all funds for which the Board of Education is accountable. An accounting system designed to reflect accurate information relative to all records and disbursements shall be established. The Superintendent of Schools will delegate major responsibility in this area to the Clerk of the Board.

7.8 Gifts

The Board of Education does not approve the exchange of gifts of significant value between students and teachers or other personnel. Such practices can lead to embarrassment, frustrations and may have damaging effects on group morale.

7.9 Advertising and Commercialism - Board of Education Approved

The cooperation of the schools in furthering work of any nonprofit community wide educational and/or social service agency; provided that such cooperation does not restrict or impair the educational program of the school.

The use of films or other educational materials bearing only simple mention of the producing or sponsoring firm.

The superintendent announcing, or authorizing to be announced, any lecture of other community activity of particular educational merit.

7.10 Advertising and Commercialism - Disapproved by the Board of Education

School employees, other than building principals, taking time while at school to talk with representatives of business or commercial agencies. Exception to this may be made when the representative has been directed by the building principal to see a particular school employee.

The display or distribution of posters, handbills or other printed matter advertising religious related activities, shows, saleable commodities, carnivals, dances or other nonschool activities.

The making of announcements in the schools pertaining to religious related activities, shows, carnivals, dances or other nonschool activities.

The taking of pictures in the schools to be sold to pupils or parents except as approved by the building principal.

The writing of essays or preparation of posters under the direction of the schools except as approved by the administration.

The providing of lists of pupils and their addresses for commercial use.

The selling of nonschool merchandise to pupils and teachers within the school by agents or representatives of business concerns.

Ticket selling in the schools for events which are not school sponsored.

The raising of money by pupils except for the activities sponsored by individual schools. The raising of money for any cause without the prior approval or consent of the building principal.

7.11 Contests

In general, the Board of Education endorses only those contests approved by the Kansas State High School Activities Association and discourages any contests involving a cash or equivalent award. However, in questions concerning contests, school participation will depend upon recommendation of the superintendent after consultation with the building principals.

7.12 Use of Teacher Aides in the Public Schools

The Board of Education approves the use of teacher aides or student aides as resource people when they can strengthen programs within the schools.

7.13 Emergency procedures

Emergency procedures will be in accordance with state law and current procedures will be in district handbooks.

7.14 School Closing Due to Severe Weather or Other Emergency Conditions

The Superintendent of Schools will establish appropriate procedures for closing schools when in his judgment, weather or other emergency conditions would mitigate against safety of students. It shall be the policy of the Board of Education that every effort be made to properly advise all parents and students in the event such closing becomes necessary. Days missed due to emergency weather and other emergency conditions will be made up in keeping with provisions made in the school calendar.

7.15 Trespassing

Persons not presently enrolled in school who come to the buildings or grounds for any purpose are to report to the principal or his representative at that building and give

name and nature of business. If the purpose of the visit is not approved as satisfactory, the person or persons will be asked to leave the building immediately.

7.16 Procedures to Take When Presence is Not Approved

If the person or group of persons does not leave the premises when asked to do so, the following steps should be taken:

1. In the case where one to three persons are in the building without approval, no less than two people from the school staff should approach them and request that they leave the building and premises.
2. If these people do not respond in a satisfactory way to this request, then one member of the staff should telephone for assistance from the police while one member of the staff keeps the person or group in view.
3. In the case where a group of more than three people are in the building without approval of the principal or his representative, no less than three people from the school staff should approach them and request that they leave the building and premises.
4. If all the members of the group do not respond in a satisfactory way to this request, then one member of the staff should telephone for assistance from the police while the two staff members keep as many of the group in view as possible.
5. A charge of trespassing may be made against those who do not leave the building and premises when they are asked to do so.

7.17 Drug Free Schools-Employee conduct (08/09/99)

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 shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall 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; and/or
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 right 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 shall be the responsibility of the

employee. Information about drug and alcohol counseling and rehabilitation programs are available for employees 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.

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 a list of available drug and alcohol counseling programs shall be provided to all employees.

7.18 Federal Government-Drug Free Schools (08/14/90)

The unlawful possession, use or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (Cf. IDA, GAOA, GAOB, and JDDA)

7.19 Bloodborne Pathogen Exposure Control Plan

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training equipment necessary to implement the plan.

7.20 Family Medical Leave (09/14/93)

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

7.21 Public Information Programs (salary information required by law) (01-12-04)

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Providing Salary Information

Each year, on or about October 1, the administration shall deliver to a newspaper in the school district a statement showing the following:

- name, position and salary of the superintendent, deputy superintendent/s, and assistant superintendent/s;
- name, position and salary of any directors, principals and heads of departments;
- name, position and salary of any other administrator with district-wide responsibilities.

7.22 Crowd Control at School Sponsored Activities

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

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

Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

ARTICLE VIII AUXILIARY SERVICES

8.1 Underlying Policies or Purposes

Auxiliary agencies are those services of a school system that are in support of the instructional program. In the schools these services consist of the following programs: Health program, lunch program, transportation program, welfare activities, and community relations.

The auxiliary services are a vital and integral part of the educational program.

The auxiliary services will be provided in such a manner consistent with and in keeping with the economic ability of the district to provide such services.

8.2 Transportation Program (10-10-05)

Elementary and secondary school students, kindergarten through twelve who reside beyond the city limits of McLouth may be transported both to and from their assigned attendance center. Students may be transported to and from their schools in special education classrooms grades K through 12.

Transportation will be furnished for all students who reside more than two and one-half miles, by the usually traveled road. Students who reside outside the corporate limits of the city may also ride the bus.

District buses will enter private drives to turn around only when necessary and with permission of the owner. The district is not responsible for any repair or upkeep of the private drives.

Transportation may be furnished to private drives and subdivisions providing that the roads are kept in satisfactory condition for school buses. The administrator in charge of transportation will determine how buses are to be routed for the district, including private drives and subdivisions.

8.3 Terms and Definitions

Educational field trips means a trip growing out of regular classroom activity planned by the teacher for all pupils in the class and approved by the administrative head of the school.

Regularly scheduled athletic contest means a game scheduled and listed by the school on its regular schedule or athletic contests.

Regular school activity means any part of the school program that is basically educational in nature and is supervised by school personnel and approved by the Board of Education.

8.4 Regulations for School Bus Usage

The following regulations are applicable to all vehicles owned by the McLouth Unified School District and used for transportation purposes and all privately owned vehicles used for school transportation under the direction of the district. The regulations

are applicable to the usage of school buses during the regular term and during any summer school term.

School bus trips shall be limited to activities where the pupil participants are at all times under the control of school personnel licensed to drive school buses and who are designated by the Board of Education.

School buses shall not be used for pleasure trips. They may be used for activities that are a definite part of the total school program, and the pupils transported are only those participating in the activity.

School buses may be used for the purpose of transporting participants in approved summer school programs conducted by the school district.

8.5 School Lunch Program (05-08-06)

School lunch and breakfast programs will be made available to all students in the McLouth Unified School District No. 342 upon recommendation of the Superintendent of Schools and the approval of the Board of Education.

The total school food service program shall make every attempt to be self-supporting. The Board of Education shall provide necessary facilities and equipment.

The cost of the lunches will be determined on the basis of cost of operation and will include depreciation of equipment. The school lunch program shall be nonprofit making in nature, with an attempt being made to keep costs as low as possible so that any child can afford to purchase hot lunches. Lunch accounts must be kept current at all times. Lunch account procedures will be reviewed annually by the Board of Education.

All food service funds are to be collected by the elementary secretary and will be deposited in the district food service account. Accounting for such funds will be the responsibility of the Clerk of the Board.

The administration of the school lunch program will be the responsibility of the superintendent of schools working in cooperation with the principals and other personnel. The employment and supervision of lunchroom personnel will be the superintendent's responsibility. The performance of such duty, however, shall be governed by the policies, rules, regulations, and procedures as indicated in the section on classified personnel policies.

Food service facilities are not to be used by outside groups, unless approved by the superintendent of schools.

The food service program shall meet the standards and requirements of the State Department of Education, and the State Department of Health, and the County Health Department of Jefferson County, Kansas.

The district shall participate in the National School Lunch Program by entering into an agreement with the State Department of Education.

8.6 Policy on Food Service to Children

Meals meeting the established nutritional requirements shall be served without cost or at a reduced cost to children who are determined by local school personnel and from service institution records to be unable to pay the full cost of the meals.

No physical segregation of or other discrimination against any child shall be made because of his inability to pay.

The McLouth Unified School District 342 Board of Education may provide school lunch services for the children enrolled in the attendance units named on agreements and in compliance with the agreements completed with the State Department of Education, School Lunch Section.

The regular charge set for school lunches will be established by the Board of Education each school year.

The Board of Education designates the elementary principal as the individual delegated the responsibility of determining eligibility for free and reduced price meals under the guides which have been approved by the Board. The principal shall utilize the assistance or advice of school nurses, social workers, teachers, or other social agencies in their determination of need.

Criteria which give consideration to economic need will be used in a flexible manner to allow for special consideration or circumstances, but may include the following:

1. Receipt of assistance from the Department of Social Welfare, including Aid to Dependent Children, General Assistance or medical assistance.
2. Information concerning family income as indicated by place of employment and number of parents working.
3. Number of children in family attending school.
4. Financial management abilities of the family affecting care of children.
5. Special family circumstances, such as illness, separation or other factors affecting economic need.
6. Requests or indication of need by parents.
7. Emergency, intermittent, or temporary need due to special problems or circumstances.

Procedural steps used in determining need may be:

1. Informing families of the availability of assistance and providing opportunities for requests to be made either through a confidential questionnaire or a private interview.
2. Identification by school personnel of families who may be in need and assisting them in the request of free or reduced cost meals through a confidential questionnaire or private interview.
3. Utilization of information from other community agencies (Department of Welfare, court, etc.) to identify and serve families needing assistance.

A child or parent may appeal the decision made by the principal to the superintendent of schools for review of the request.

Anonymity of children receiving free or reduced price meals will be provided in the lunch room, the classroom, or other units of the attendance center in the following ways:

1. Optional prepayment of lunch costs will allow children to be marked "paid" for varying periods of time and will not, therefore, identify as "nonpaying" or "reduced rate" any children who are not in a cashier line with daily, weekly, or monthly payments.

2. No identifying lists of children receiving free and reduced price meals will be available except to principals; they will instruct cashiers concerning which children are paid.
3. Children determined to be eligible for free or reduced price meals will not be required to: use a separate line; enter the lunch room through a separate entrance; eat lunch at a different time from paying children; work for their meal; use a different medium of exchange in the lunch room than paying children use; eat a different meal than paying children.

Performance of the food service program will be monitored by administrative reviews and on-site evaluations made by the superintendent.

8.7 Supervision and Administration of the Health Services (07/08/02)

The supervision and administration of the school health service will be determined annually by the Board of Education. The service provider will work in cooperation with the building principals and under the general supervision of the superintendent.

The general aims of the health program: to appraise the health status of pupils and school personnel; to counsel pupils, parents, and others concerning appraisal findings; to help prevent and control disease; and to provide emergency service for injury or sudden sickness.

Nurses will be assigned and scheduled in a manner in keeping with the best interests of the school district and the welfare of the children under its care.

The provider will be responsible for conducting or directing such health and dental examinations as are prescribed by law or are in keeping with health practices.

To be responsible for a complete and accurate system of records of all such examinations. Current immunization records are to be on file at the Jefferson County Health Office and with the building principals.

To supervise the weighing and measuring of pupils.

To help in the adoption and supervision of a program of health instruction throughout the schools.

All cases of communicable disease shall be reported to the Jefferson County Supervisor of Health Services and to the supervisor of the State Health Department.

Any student noted by a physician or the school health service provider as having a communicable disease may be required to withdraw from school for the duration of the illness. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

No pupil may take part in athletics without successfully passing a physical examination as prescribed by the Health Department and required by the Kansas State High School Activities Association. Pupils may be excused from gymnasium work if health or physical defects warrant such excuse. However, evidence of the need of such excuse should be presented in the form of a medical certificate to the principal of the school.

Interscholastic athletics are limited to secondary schools, grades 7-12. Pupils may participate only if the results of the physical examination and judgment of the principal

indicate the child is of sufficient physical, emotional, and social maturity to warrant such participation.

8.8 Community Relations

The schools belong to the people who support them and their only purpose is to help in the development of the children of the community. The people have a right to be informed concerning the policies, administration, operation, successes, and failures of the schools.

It is the desire of the Board that parents and patrons communicate freely with members of the school staff who are in the best position to give accurate and complete information relative to matters of interest and concern. It also is the wish of the Board that all personnel of the school system accept as an important responsibility conferring with parents and patrons in a manner that will create mutual trust and understandings relative to school problems.

8.9 Sexual Harassment (08/10/93)

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal, the superintendent or Board of Education.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

8.10 Student Fees and Charges (09-10-01)

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee shall be collected to cover costs of accepting credit or debit cards.

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

1. A list of all items for which a charge is to be collected;
2. The amount of each charge;
3. The date due;
4. Classifications of students exempt from the fee or charge;
5. A system for accounting for and disposing of fees; and
6. An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Administrators shall forward students' school records upon request and may not withhold them for any reason.

8.11 Local Wellness (10-10-05)

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 is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibilities for ensuring the wellness policy is effectively enforced, and
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

8.12 Wellness Policy (06-12-06)

USD #342 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD #342 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

ARTICLE IX CERTIFIED PERSONNEL ADMINISTRATION

9.1 Goals and Objectives

The goal set forth in this policy and rule section is to create the best possible educational climate. These personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop trust and understanding, the board seeks to involve personnel in the development of policies affecting staff positions.

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

9.2 Recruitment and Hiring (08/13/01)

Recruitment

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

Hiring

The board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

Background Checks

As a condition of initial employment, all applicants will be subject to a criminal history check by the Kansas Bureau of Investigation (KBI). The board of education shall pay the costs of the background check.

Hiring Sequence

- The verbal offer of employment to the candidate;
- Verbal acceptance by the candidate;
- Background check initiated;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Provisional Employment

The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in Kansas law.

9.3 Registration of Certificates

All certified employees must register their certificates with the Clerk of the Board of Education.

All new and renewed certificates must be registered with the Clerk of the Board of Education no later than the first day that school is in session. New and returning employees, who have not received their certificates by the first day school is in session, should send to the Clerk the receipt received from the State Department of Education indicating their application for certification has been received and is in process. Certified employees contracted after the first day of the school year must register certificates within thirty (30) days.

Certified employees' checks will be held until their certificate or receipt has been filed with the Clerk.

Deviations from this policy should be handled by the superintendent.

9.4 Equal Opportunity Employment and Nondiscrimination (9-11-06)

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

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

Inquiries regarding compliance may be directed to Superintendent of Schools, 217 Summit, McLouth, Kansas (913) 796-2201 or to:

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

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

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

9.5 Complaints About Discrimination (11/11/96)

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the

compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the superintendent of schools. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to the complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the board of education. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The board of education shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 20 days after the appeal if filed.
- Use of the complaint procedure is not a prerequisite to the pursuit of any other remedies.

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

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

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

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

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

9.6 Reappointment of Certified Personnel

All certified personnel will be reappointed by the Board of Education on recommendation of the building principal to the superintendent of schools. In all reappointment procedures, however, the board of education will be governed by and will adhere to the provisions of the continuing contract law. Personnel to be reappointed will be notified in writing of the Board's intentions prior to May 1 of the school year.

9.7 Separation

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Nonrenewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

9.8 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 administrative staff, may place a certified staff member on probation.

The term of probation will be established by the board, but in no event shall said probation extend beyond one calendar year. A second year of probation may be instituted when sufficient progress has not been made by the staff member.

9.9 Suspension

The superintendent shall have the authority to suspend certified employees with pay until the suspension is resolved by board action at the next regular or special meeting of the board.

9.10 Orientation and Inservice Training of Certified Personnel

All members of the professional staff will be in attendance at the respective orientation week activities.

During the contract year, all teachers are required to participate in the inservice education activities and curriculum building programs organized and administered by the schools of the district and to assist in the student aide and students teaching programs maintained in cooperation with colleges and universities. It is expected that the extent and nature of the teacher's participation should reflect his or her preparation, experience, and current teaching load.

9.11 Salary Schedule for Certified Personnel (01/13/03)

Salaries of regular full-time classroom teachers are based upon a salary schedule with annual increments based upon experience and training. This schedule shall be applied to all certified personnel other than certified personnel who are members of the Administrative Unit and members of the Superintendent Team. This schedule shall be reviewed, evaluated, and modified by the Board of Education in cooperation with representatives of the recognized teachers' organization.

9.12 Salary Schedule

In addition to the salary schedule, the following can apply in determining the salary of a certified staff member:

1. Additional salary over and beyond the scheduled salary may be paid to personnel who, due to the nature of their particular assignment, are required to give extra time, possess specialized training, or acquire additional training. Personnel to receive such extra salary and amount to be received are to be recommended by the superintendent of schools subject to the approval of the Board of Education.
2. The Board of Education reserves the right to pay beyond the salary schedule when it deems it justifiable for reasons that serve the best interests of the children and youth of the community. Such reasons as the following may cause such actions: Emergency conditions which may be due to a critical personnel shortage, an unexpected vacancy, a vacancy remaining with school ready to begin, etc.
3. For service outside McLouth USD #342, full credit is allowed for elementary or secondary teaching experience.

9.13 Salary Schedule Other Considerations

1. Teachers who teach more than one-half of a school year will receive credit for a full year's service on the salary schedule at the beginning of the next regular school session for which the teacher is employed. Teachers who teach for one-half year or less will receive credit as recommended by the superintendent of schools.
2. Upon initial employment, credit for college hours earned beyond the degree level will be evaluated by the superintendent, according to official transcripts.

9.14 Salaries of Other Certified Personnel

There is no specific schedule or pay for principals, supervisory, and administrative staff members. Salary of such personnel will be determined by the interactive efforts of the Administrative Unit and the Superintendent of Schools subject to the approval of the Board of Education.

9.15 Pay Deductions (05-09-05)

In cases where teachers have used their allocated leave or where teachers' contracts are terminated prior to the end of the signed contract, the deductions in salary will be made on the following basis: The total number of days in the teacher's contract will be used as the denominator and the total number of days absent as the numerator to determine the fraction of salary to deduct.

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy. If any employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the superintendent of schools. Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

9.16 Medical Examination

Upon initial employment or at any time there is reasonable cause to believe that any teacher is suffering from an illness detrimental to the health of the pupils, the school board may require a health certificate. The cost of the initial certificate will be borne by the employee with any additional certification requested by the Board to be paid for by the Board.

9.17 Business Leave for Members of Administrative Unit

All members of the Administrative Unit shall have two days business leave for each contract year. These days shall not be cumulative. The designated business days shall not be deducted from the employee's accumulated sick leave.

9.18 Work Schedule (05-09-05)

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

Work Schedule

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

Attendance Required

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

9.19 Administrative Personnel

All administrators that are members of the Administrative Unit shall have a duty day that is consistent with the demands of the responsibility of their assignments. It is recognized that administrators' availability, attendance, and responsibility may need to cover hours over and beyond the duty day of other school personnel. Therefore, reasonable deviation from regular hours of other personnel, will be recognized as accepted practice. The office of superintendent shall be notified prior to an absence.

9.20 Holidays for Administrators Employed Twelve Months

All twelve month administrators will receive regular pay for legal public holidays designated by KSA 35-107 that fall within the employee's working year and are recognized by the official school calendar. In addition to these, other holidays may be allowed depending upon the nature of the school calendar. Notice of such additional holiday allowances for administrators will come from the office of the superintendent of schools during the month of September.

9.21 Vacation for Twelve-Month Administrators (01/13/03)

Administrative staff (as defined in policy 3.1) shall receive 22 days of paid vacation annually. Without prior approval, no more than 10 days vacation leave may be taken at one time. Vacation leave shall accumulate to a maximum of 30 days. Upon leaving employment with the Board, administrative staff members shall be paid up to 20 days of unused vacation leave at their daily rate of pay.

9.22 Expenses for Attendance at Professional Meetings

The Board of Education recognizes that the benefits of self-improvement and professional growth attained through educational conferences will be reflected in the educational program. In order to encourage this form of inservice improvement, it will assume some of the costs incurred by individuals who have been requested or who have been authorized through regular channels to attend such meetings. The school will reimburse to the extent its budget permits:

1. Items of expense incurred in car pool mileage or common carrier fares which ever may be more practical and feasible in relations to cost, time, and convenience;
2. Cost of registration, lodging and meals within a nominal range of the convention city's rates;
3. Enrollment fees which are not included in membership dues;
4. Minimum transit or taxi fare and gratuities.

There will be no reimbursement for membership dues or extra conference expenditures.

The board favors minimum classroom interruption, but the schools may assume partial or full cost of substitute pay when approved by the superintendent of schools.

9.23 Nonschool Employment

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

Certified employees shall not be permitted to engage in outside employment which impairs the effectiveness of their instructional service.

9.24 Assignment and Transfer

The board reserves the right to assign, reassign and transfer all personnel.

9.25 Examination of Files

A teacher, upon request, shall have the right to examine his/her personnel files. The teacher's file may be examined by the Board or the Administrative Staff. Examination by others shall be limited to employment purposes. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, the administrative staff making the same, the State Board of Education as provided in K.S.A. 72-7515, the Board and the administrative staff of any school to which such employee applies for employment, and other personnel specified by the employee in writing to his Board.

Files containing credentials and references are excluded from the requirements set forth in this agreement. It is understood that the Board or administrative staff may receive communication they deem inappropriate for inclusion in the teacher's personnel files. It is understood that such communication be considered strictly confidential.

No materials pertaining to the teacher's conduct, service, character, or personality shall be placed in the teacher's file unless the teacher has had an opportunity to review the materials. The teacher shall have the right to answer, in writing, any material filed and his/her answer shall be affixed to the material and placed with it in the teacher's files.

9.26 Reduction of Teaching Staff

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

To determine the number of teaching positions to be reduced, the administrative staff will determine the educational program for the district in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

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

In the event two or more teachers have similar certifications, qualifications and skills in a teaching area, those teacher(s) who have tenure will be retained over those who are nontenured.

In the event all of the teachers have similar certifications, qualifications and skills and all are tenured, the teacher(s) who best meets the needs of the district, considering the factors outlined above any other relevant factors, will be retained.

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

9.27 Evaluation Procedures (01/13/03)

Evaluation

The Board shall adopt an approved evaluation instrument. The instrument shall govern the evaluation of teachers, shall be filed in the central office with the clerk of the board and the state board of education and may be published in the teachers' handbooks.

Availability of Evaluation Documents

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

Evaluation Criteria

Evaluation criteria shall be established by the Board.

9.28 School Drives, Parking Lots, and Buildings and Grounds

Any city, county, or state law enforcement officer on duty is to enforce all city, state, or school regulations concerning operation of motor vehicles such as:

1. Speed Limit 15 MPH
2. Reckless Driving
3. Illegal mufflers, fireworks, and noisemakers
4. Unlawful assembly
5. Criminal trespass

Vehicles driven to school must be parked in designated parking areas. Violation of parking or vehicle operating regulations may result in loss of the privilege of driving to school and/or the use of parking facilities.

Once students have arrived at school, they are to proceed directly to classes. They are not to enter or leave the grounds before the normal dismissal time without written permission.

The city law enforcement officer on duty is encouraged to check all buildings to make sure that they are secure each evening. The superintendent of schools will notify the City of McLouth who is to be called if assistance is needed in securing a building.

The McLouth USD #342 building and grounds will be closed to the public after 12:01 a.m. In the event that an activity runs later than 12:01 a.m., the building and grounds will be closed 30 minutes after the activity is over.

9.29 Workers' Compensation Policy

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

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

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

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

WORKERS' COMPENSATION PROCEDURES

Upon employment by McLouth USD 342, employee will read the following and sign below.

The Safety Coordinator shall maintain a set of procedures to be followed by building principals, building managers and supervisors when employees become involved in work-related accidents. Failure to follow safety procedures may result in denial of claim(s). These procedures will specify that:

All accidents must be reported to the injured person's supervisor immediately. If medical attention is needed employee will see the designated health care physician. If employee opts to see his/her own family physician, treatment will be considered unauthorized and a maximum of \$350 will be paid.

Building principals and building managers shall report all work related injuries of employees assigned to their building within twenty-four hours to the Safety Coordinator by using an "Employer's Report of Accident Form." Employees should not be allowed to complete the employer's form.

All immediate supervisors must complete a "Supervisor's Incident Report" form before the end of the shift during which the accident, illness or other incident occurred. It must accompany the state "Employer's Report of Accident Form" sent to WPRS. If an incident involved vehicular damage but no employee injury, the police report will be sufficient. Police reports are required for all vehicular incidents.

The Safety Coordinator shall assist the immediate supervisor and the injured employee in the development of an action plan which outlines corrective actions to be taken by the employee and/or supervisor to prevent the causative factors associated with the accident from reoccurring.

trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

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

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

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

Annual Reports

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

Staff Immunity

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

9.32 HIPAA Policy (05-09-05)

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

Staff Training Required

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

Compliance Required

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

9.33 Staff-Student Relations (09/10/07)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

9.34 Resignation (09-11-06)

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

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

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

Exit Interviews

Exit interviews may be conducted after an employee resigns.

ARTICLE X
CLASSIFIED PERSONNEL ADMINISTRATION

10.1 Goals and Objectives

The goal set forth in this policy and rule section is to create the best possible educational climate. These personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop trust and understanding, the board seeks to involve personnel in the development of policies affecting staff positions.

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

10.2 Definition of Classified Personnel (01-10-05)

The classified personnel of the schools of District #342 shall include, but not be limited to all regularly employed maintenance, custodial, transportation, cafeteria, secretarial personnel, paraprofessionals, and printers.

10.3 Sick Leave and Accumulated Sick Leave (06/28/93)

All full-time employees shall be entitled to sick leave on full pay for personal illness or for critical illness or death in the immediate family as provided below.* Personnel assigned to less than ten months' regular full-time duty shall be entitled to sick leave on full pay for ten days each school year. Personnel assigned to ten or more months regular full-time duty shall be entitled to sick leave on full pay for twelve days each school year. Sick leave is cumulative to sixty (60) days.

Pay for unused sick days at a rate of \$20 per day after 20 years with the district. Payment will be made only in the event of medical disability, death, or retirement. If an employee, for any reason, leaves the district service prior to actual retirement, regardless of the employee's age, and aggregate of twenty (20) years of employment with the district shall qualify as meeting the retirement standard of this policy. In the event of death, payment of accrued benefits identified by this policy will be made to spouse first, other relative(s), authorized in writing by the employee, second, or the estate, third.

*Spouse, Child, Mother, Father, Mother-in-law, Father-in-law, Brother, Sister

10.4 Emergency Business Leave

Each employee may take up to two (2) days of leave with pay each year for personal matters which require the employee's absence during school hours. Leave taken shall be deducted from the employee's sick leave.

Except in emergency situations, the employee shall give at least two (2) school days' notice to the superintendent of taking leave. Except in the case of emergencies, the employee shall state the reason for taking this leave; provided, however, that there shall be no entitlement to personal business leave on the day before or day after any day or days designated as a holiday or holidays on the school calendar. This shall not be

construed to prevent the requesting of emergency leave, as defined in the Policy Manual, on the day or days designated as a holiday or holidays on the school calendar.

It will be granted only when the employee outlines in writing the nature of the emergency or business and submits the request, in writing, via the employee's immediate supervisor to the superintendent of schools for approval. This request should be submitted prior to the absence, if possible. This provision of "emergency leave" does not mean that employees automatically have the day due them during the course of the year.

10.5 Family and Medical Leave

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

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

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to and during the leave period that the leave has been designated as paid family and medical leave.

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

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

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

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

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,

f. any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

10.6 Medical Examination (01-10-05)

Upon initial employment or at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a health certificate.

The cost of the initial certificate will be borne by the employee with any additional certification requested by the Board to be paid for by the Board.

School bus drivers are required to have a medical examination every two years. The Board of Education will pay expenses incurred from such examination (amount will be determined by the Board of Education). All medical examinations shall be responsive to the form currently used by the State of Kansas.

10.7 Retirement Provisions

The Board of Education makes available to its classified staff members the benefits of two retirement programs--the Federal Insurance Contribution Act (Social Security) and Kansas Public Employees Retirement System Plan. Both plans are mandatory for all qualified employees.

10.8 Vacation (06-09-03)

Classified employees employed for ten month terms are not granted vacation with pay. For full-time employees employed for a term of twelve months, vacation will be granted in the amount of ten (10) regular duty days after a period of one year's service. For full-time employees employed for a term of twelve months, vacation will be granted in the amount of fifteen (15) regular duty days after a period of five years' service, seventeen (17) regular duty days after a period of ten years' service and twenty (20) regular duty days after a period of fifteen years' service. Vacation time is non-cumulative.

10.9 Early Dismissal for Holiday Period

Occasionally staff members find that they can extend the period of a holiday, obtain transportation advantages, etc., if they can be excused before the time of dismissal previous to the holiday. In a system the size of District 342, this situation will develop regardless of the day or hour of dismissal, hence no one will be excused before the scheduled time, except in cases of verified illness or other serious emergency, or as a part of pre-arranged accumulated vacation time. Under such circumstances, such excused absence will be given only by the superintendent of schools.

10.10 Holidays (01-10-05)

All full-time (12 month) classified employees shall receive regular pay for the following legal public holidays that fall within the employees' working year: Fourth of July, Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day. If a holiday is on Saturday or Sunday, the employee will be allowed to choose an alternate day, with prior approval of the superintendent of schools. In addition to these, other holidays may be allowed depending upon the nature of the school calendar. Notice of such holiday allowances will come from the office of the superintendent of schools.

10.11 Assignment and Transfers

All classified personnel assignments are tentative as to building. Although transfers seldom are made after school is in session, there are occasions when in the best interest of the school such action is required. Original assignments and transfers are determined by the superintendent.

10.12 Outside Employment

No employee shall accept gainful employment in any private business or outside activity during the term of the employee's contract when such employment shall detract from the effectiveness in the employee's assigned duties. If there is doubt, the individual involved shall first secure permission from the superintendent before entering such supplementary employment.

10.13 Suspension of Employees

The superintendent of schools may suspend from duty employees for cause. Such suspension shall be immediately reported to the Board. Employees may be suspended and subsequently discharged for inefficiency, immorality, insubordination or for violation of the Board regulations.

In case of suspension an employee will continue to receive regular compensation and such other benefits as his or her contract indicates. Due process shall be accorded the employee in arriving at the final disposition of the case.

10.14 Workers' Compensation Policy (01-10-05)

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

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

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

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

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job.

10.15 Equal Opportunity Employment and Nondiscrimination (9-11-06)

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

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

Inquiries regarding compliance may be directed to Superintendent of Schools, 217 Summit, McLouth, Kansas (913) 796-2201 or to:

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

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

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

10.16 Bereavement Leave (01-10-05)

All employees that qualify for cumulative sick leave shall be entitled to two days of bereavement leave per incident on full pay for death in the immediate family as provided below.* Bereavement leave is noncumulative. If the travel time to the funeral is greater than 300 miles, then one additional day will be allowed for travel time per incident.

*Spouse, Child, Mother, Father, Mother-in-law, Father-in-law, Brother, Sister, Grandparent or member of the family living in the same household.

10.17 Advertising Vacancies

When appropriate, all vacancies shall be posted internally at the district office or in school buildings. Vacancies may be advertised in area newspapers and professional placement services. In an emergency the superintendent shall have authority to fill a vacancy immediately, subject to board approval.

10.18 Maintaining Proper Control (04/13/98)

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

10.19 Security and Safety (01-12-04)

Any district employee who believes any of the following has occurred at school, on school property or at a school sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator will be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

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

Reporting Crimes at School to Law Enforcement

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

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

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

Annual Reports

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

Staff Immunity

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

10.20 Recruitment and Hiring (08/13/01)

Recruitment

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

Hiring

The board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

Background Checks

As a condition of initial employment, all applicants will be subject to a criminal history check by the Kansas Bureau of Investigation (KBI). The board of education shall pay the costs of the background check.

Hiring Sequence

- The verbal offer of employment to the candidate;

- Verbal acceptance by the candidate;
- Background check initiated;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Provisional Employment

The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in Kansas law.

10.21 HIPAA Policy (05-09-05)

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

Staff Training Required

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

Compliance Required

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

10.22 Compensation and Work Assignments (05-09-05)

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in the district policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Workweek

For the purpose of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 am Sunday until 11:59 pm Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No nonexempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of Town/Overnight Trips

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from McLouth MINUS:

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

10.23 Staff-Student Relations (09/10/07)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

ARTICLE XI SCHOOL FACILITIES USAGE

11.1 Underlying Policies or Purposes (12-12-05)

The use of alcoholic beverages is not permitted on the premises. Smoking in the buildings is not permitted. Smoking outside the buildings will be in designated areas only. Violations will cause forfeiture of future use of facilities.

The organization shall agree to replace damaged property and it shall agree to pick up "props" from stages and multi-purpose rooms and other materials no later than 4 p.m. of the day following the activity. Until pick-up time, all "props" shall be stored so as not to interfere with the school activities. The organization shall provide police officers to supervise the parking lot and building when necessary. The need for police supervision will be determined by the superintendent of schools.

The underlying policies or purposes of the Board of Education are to:

1. Provide facilities that will make possible the maintenance of a desirable educational program for the children and youth of the community.
2. Make available the use of school facilities for the betterment of the community in general.
3. Make available the use of school facilities to community groups in such a way as to not interfere with the regular school program.
4. Protect the public's property and to promote safety of citizens enjoying the use of such facilities.
5. Make available the use of school facilities in a manner consistent with law.
6. Assure citizens that money appropriated for classroom instruction will not be spent for other purposes.
7. Provide a structure of rules, regulations, and procedures that will implement the above policies.

If an organization is using the service of a caterer, it will be necessary that the caterer provide his own dishes and silverware. If the meal is to be served by a caterer or by an organization, and if the kitchen is to be used, regular cafeteria staff personnel may be required to be on duty and operate any equipment which is used. The charge will be based on the current wage scale per hour per person. The number of persons required will be determined by the amount of equipment used and by the size of the group to be served and shall be approved by the superintendent of schools.

A school employee may be on duty when some facilities are used. The supervisor furnished by the district will insure proper use of school facilities. When a supervisor is on duty, the groups using the facility will be admitted by the supervisor. The supervisor will be present during the entire time of facility use for which the supervisor is assigned and shall enforce facility regulations.

Only nonprofit organizations may charge admission to events that are held in school facilities or on school property.

The Board of Education reserves the right to approve or reject any request for use of school facilities, or to cancel a scheduled event at any time.

11.2 Responsibility for Supervision and Care of School Facilities

The principal of each individual school shall be directly responsible to the superintendent for the supervision and care of school facilities.

11.3 Responsibility for Opening and Closing School Building (12-12-05)

It shall be the duty of the custodian(s) to see that the buildings are opened and closed at the hours designated by the school administrator. If teachers remain in the building after the custodian(s) have left the building or enter the building on Saturday or Sunday, they are responsible to be sure the doors are locked. Before leaving the building, the custodian shall inspect windows to see that all are closed, all designated are lights turned off, and doors locked.

11.4 Reporting

The principal shall report immediately to the superintendent of schools, any unusual circumstances regarding building care and use of building, vandalism, supplies, custodial services, etc.

11.5 Use of Building and Grounds by Community Groups (12-12-05)

School facilities are provided by the taxpayer of the community to meet the educational needs of the youth of the community. The use of school facilities for activities other than those approved and adopted by the Board of Education results in additional cost. The school shall have the first priority in the use of the school facilities, and any other use shall be subject to the program needs of the school district. Requests for the use of the school facilities by outside organizations between the hours of 8 a.m. and 4 p.m. when school is in session should be discouraged. School facilities shall not be available to individuals for personal gain.

Any organization or group requesting the use of school facilities shall submit its written request to the superintendent at least ten (10) days in advance. The request must outline the purpose of the meetings, facilities and services desired, and must be signed by the individual who will be present and in charge of the event, and enforcement of school policies. The organization requesting use of a facility must agree to assume responsibility for damage or loss that may occur to the facility or equipment and grounds. Recognized organizations which represent the entire district whose activities are for the general betterment of the community, and are nonprofit in nature may have the use of facilities for general meetings without charge. School related organizations such as parent-teacher association shall have priority over nonschool related organizations. The no-fee policy does not include the use of any school facility for any activity for which a participating fee or admission charge is made. This policy does not include the free use of facilities on Saturdays or Sundays.

11.6 Ownership of Property Purchased by Auxiliary Groups or by Individuals

Any property donated to the schools must have the prior approval of the superintendent and/or Board of Education before it becomes the property of the school district and as such is to be used in a manner in keeping with the best interest of the school system as a whole.

11.7 School Vehicles (01-12-04)

The school buses owned and operated by the Board of Education are to be used for school purposes only. The only exception being activities approved by the City Recreation Commission with prior approval of the Board of Education and in accordance with Kansas Statute 72-8316 (Section D).

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

Speed Limits

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

Safety Inspection

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

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

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

Records

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

Any record developed by the district for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be

used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

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

ARTICLE XII
BUSINESS ADMINISTRATION

12.1 Underlying Policies or Purposes

1. To conduct the fiscal and business affairs of the school district in strict compliance with law.
2. To conduct the business affairs of the school district in such a way as to receive the greatest value from the funds spent.
3. To conduct the business affairs of the school district in keeping with the trust and responsibility placed in the Board of Education by the people of the school district.
 - a. Equipment to be replaced
 - b. Supplies
 - c. Books
 - d. Repairs and remodeling

12.2 Receipts and Disbursements

Receipts include such monies as are defined by law as public school funds. Such funds are monies derived from state, federal, local, and county appropriations, and such other funds as are derived from sale of public property, use of public property, fees connected with services rendered by the schools, tuition charges, insurance adjustments, rents and rebates, textbook rental funds, and miscellaneous donations.

All general fund disbursements must have approval of the Board of Education.

12.3 Financial Reports to the Board of Education

At the regular meeting of the Board of Education, the superintendent of schools, shall submit, upon request, an analysis of all funds including individual school activity accounts, and Petty Cash Fund of the Administration Center showing the receipts, expenditures and balance available in each fund. In addition to the Treasurer's monthly report, he shall submit periodically an analysis of all accounts showing appropriations for the year, disbursements, and encumbrances made to date, and the balance of all expended and unencumbered appropriations for the operational fund.

12.4 Form and Signature for Warrants

Every warrant issued by the Board of Education shall bear the date on which the Board orders it to be issued and shall be made payable on demand signed by the President or Vice-President, Treasurer, and Clerk of the Board of Education.

12.5 Employees Bonded

The following employees of the Board of Education shall be bonded in the following amounts: Blanket Bond for Clerk of the Board, Senior High and Middle School Principals, Senior High and Middle School Secretaries, Elementary Principal, Elementary Secretary, Superintendent, Central Office Secretary, and Athletic Director. \$10,000 bond for the Treasurer of the Board.

12.6 Auditing of School Board Accounts

All fiscal records of the Board of Education, as required by law, shall be audited annually by a C.P.A., with such audit being submitted to the State Auditor.

The annual audit shall be performed by such accounting firm as is selected by the Board of Education.

12.7 Purchasing (01-12-04)

Bids and Quotations Requirements

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

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

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

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

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

Bid Specifications

All bid specifications shall be written by the district's purchasing agent. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the board directs.

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications all bids shall be returned unopened and the project shall be re-bid using corrected and/or amended specifications.

Procedure

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

Bids may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee. The bids shall

then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

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

The board may investigate the “responsibleness” of any bidder by using information at hand to form an intelligent judgment, such as the district’s architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Withdrawal of Bids

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

Bids and Quotations Requirements

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

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

12.8 District Credit Cards and Expense Reimbursement (01/09/06)

The use of a district credit card shall be confined to necessary school business and by school employees only. Charges shall not exceed the credit card limit. All credit card transactions must have a receipt and receipt is due in the Central Office by the first of each month. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor receipts and reimbursement expenses at least once a month. Credit card use shall be reported monthly to the board. Anyone in violation of this policy will be subject to disciplinary action.

The use of a district motor vehicle shall be confined to necessary school business. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed at the rate determined by the board.

12.9 Annual Operating Budget (09/10/07)

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

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the Board.

Encumbrances

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

Recommendations

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

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before August 1 each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Management of District Assets/Accounts

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

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

Reporting Fraud

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

12.10Fiscal Management of Federal Grants (09/10/07)

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

ARTICLE XIII
RELATIONS WITH OTHER EDUCATIONAL AND
GOVERNMENTAL AGENCIES

13.1 Underlying Policies or Purposes

1. To cooperate with Kansas universities and colleges in projects and activities that are mutually beneficial and satisfying.
2. To utilize the facilities and services of the Kansas universities and colleges toward the enrichment of District schools' instructional program.

13.2 Student Teaching Program

Students from Kansas universities and colleges are permitted to do student teaching in the schools of District 342. Their assignment may result from requests from one or two sources:

1. Requests by the School of Education for reasons of scheduling, personal reasons, family responsibility, etc.
2. Requests by the McLouth Unified Schools for reasons that benefit both the student teacher and the local school system without firm commitments on the part of either for positions following graduation.
 - a. Assignment of student teachers shall be done through the office of the superintendent.
 - b. The building principals shall work cooperatively with the superintendent in assigning student teachers in the schools.
 - c. No student teacher shall be assigned to a cooperating teacher without the prior consent of that cooperating teacher.

Remuneration from the Kansas universities and colleges will be made to the schools of District 342. The amount is to be distributed to cooperating teachers by the Board of Education.