

TABLE OF CONTENTS (TC)

A—SCHOOL DISTRICT ORGANIZATION

A	District Authority
*AA	School District Legal Status – KSA 72-6734 et seq. SN An information category
*AAA	Decentralization Legal Status
*AB	School Board Legal Status – KSA 72-8205 SN Largely an information category offering little, if any, leeway for board action
*ABA	Authority
*ABB	Powers and Duties – KSA 72-8205; 72-1623; 72-8212
*ABC	Board Members
*ABCA	Number – KSA 72-7901
*ABCB	Qualifications – KSA 25-2020
*ABCC	Terms of Office – KSA 72-7902
*ABCD	Method of Election – Ch. 72, Art. 80; Ch. 25, Art. 20
*ABCDA	Unexpired Term Fulfillment – KSA 25-2022; 25-2022a; 25-2022b; 72-7902
*ABCE	Resignation
*ABCF	Removal from Office - KSA 25-4301; 25-4331
*ABD	School Superintendent Legal Status (See CE) – KSA 72-8202b
ABE	District Goals and Objectives
AC	School District Organization Plan – KSA 72-8212
AD	School District Attendance Areas – KSA 72-8212; 72-7204
ADA	School Census – KSA 72-5333d
AE	School Year – KSA 72-1106
AEA	School Calendar
*AEAA	Vacations
*AEAB	Holidays – KSA 72-1106
AEB	Extended School Year
AF	School Day – KSA 72-1106
AF	Double Sessions
AF	Evening Sessions
*AFC	Emergency Closings (See JGFC & JGFC-R) – KSA 72-8213; 31-144
AG	School Closings – KSA 72-8213; 72-8213a
AH	Prohibition of Discrimination, Harassment, and Retaliation

TABLE OF CONTENTS
POLICY EXTRAS

(Forms, Handbook Language, Regulations etc.)

A	District Authority	
	Home Rule Resolution Form	
BCAC	Special Meetings	
	Waiver of Notice	
BCBI	Public Participation	
	Request to add an Agenda Item	
BCBK	Executive Session	Sample
	Motions for Executive Session	
CN	Public Records	
	Request for Records Form	
DFAC	Allowability of Costs – Federal Programs	
	Cash Management – Federal	
Programs	Grant Subrecipient Monitoring	
Procedures – Federal Programs	Procurement – Federal	
Programs	Type of Costs, Obligations and	
Property Management – Federal Programs		
DJB	Petty Cash Accounts	
	Resolution to Establish Petty Cash Fund	
DK	Student Activity Fund Management	
	Resolution to Establish Activity Fund	
EBC	Security and Safety	
	Report to Local Law Enforcement Form	
	Report to Staff Member Form	
ECA	HIPAA Policy	
	Health Records Request for Amendment Form	
	Notice of Privacy Practices Form	
ECH	Printing and Duplicating Services	
	Copyright Regulations and “fair use” rules for educators	

A District Authority

A

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.

Approved: August 11, 2003

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

Mr. President, I move the adoption of the following resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 506, Labette County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 506, Labette County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District No. 506, Labette County, Kansas, the ____ day of _____, 200__.

By: _____
Member

Member

Member

Member

Member

Member

Member

Attest: _____
Clerk, Board of Education

ABE District Goals and Objectives

ABE

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to insure that students are able to function effectively in their environment, employment, and continuing educational efforts.

Approved:

ABE-R District Goals and Objectives

ABE-R

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

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

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

The superintendent shall give the board periodic reports.

Approved:

AC School District Organization Plan

AC

The district will be organized on a K-8 and 9-12 basis.

Approved:

AD District Attendance Areas

AD

The board shall review school attendance areas annually and make changes as warranted.

Approved:

AD-R District Attendance Areas

AD-R

The superintendent shall, on or before April 1 of each year, prepare a written report for the board, concerning the changing of school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations at the first regular meeting following receipt of the report but shall take no action on the report at that meeting. The recommended changes shall be made available to the patrons of the district. Should the changes appear to require a public hearing, one will be scheduled.

Approved:

ADA School Census

ADA

A school census may be conducted.

Approved:

ADA-R School Census

ADA-R

Sometime during January, the board may direct the superintendent to conduct a census of the potential students and patrons living in the district under the age of five years and the number of potential students and patrons residing in the district between the ages of five and 17, and the number between the ages of 17 and 21. Such census shall also obtain information related to the planning of transportation services and such other information as the superintendent deems to be of assistance to the district.

Approved:

AE School Year

AE

The board shall provide a school year consisting of not less than:

- (1) The minimum number of statutorily required school days for students K-12, consisting of not less than 2 1/2 hours for kindergarten students and 6 hours for students in grades 1-12; or
- (2) The minimum number of statutorily required school hours for students in grades K-12.

Virtual Schools

If the board sponsors a virtual school, it shall comply with all current regulations of the Kansas State Department of Education, the school district and applicable state laws.

Approved: October 13, 2008

AEA School Calendar

AEA

The board shall establish a school calendar for each school year.

Approved:

AEA-R School Calendar

AEA-R

Calendars will be agreed upon by the board of education and the LCTA on or before March 15 of the year preceding the next school term.

Approved:

(See AE, JBD, JBE, JCDA, and JDD)

Prolonged or Shortened School Year

The board may prolong or shorten the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board, as necessary. The board may prolong or shorten the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hours required by Kansas law.

Additional Learning Opportunities for Students

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to additional academic sessions taking place:

- before- or after-school;
- on Saturday; and/or
- during the summer.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during additional academic sessions.

Approved: 11-11-02; 10-10-16

KASB Recommendation – 7/02; 4/07; 6/16

AF School Day

AF

Except as otherwise provided in the negotiated agreement for staff members covered thereby, the board shall establish the time of beginning and of ending the school day and other time schedules.

Approved: KASB Recommendation – 1/01; 4/07; 10/18

AG School Closings

AG

The board is responsible for assessing the use of school facilities and other resources. The superintendent will seek direction from the board prior to making recommendations relative to a district-wide facilities assessment or the closing of specific attendance center(s). Once schools which may be closed are identified, an appropriate recommendation will be made to the board for study.

Approved:

AG-R School Closings

AG-R

Procedures

Initially, the superintendent shall make recommendations to the board concerning any facility that may be discontinued as an attendance center.

The superintendent will seek guidance from members of the board prior to making recommendations relative to the possible closing of attendance centers.

After a school is identified for possible closing and the board has given approval to study the particular situation, parents and other school patrons of the attendance area will be involved in discussions pertaining to the possible closing. Outside consultants may be utilized to assist in the study of a possible school closing.

An orderly procedure, including the provision of information to all who will be affected, will be utilized when giving serious consideration to

AG-R School Closings

AG-R-2

closing a school. The administrative process to obtain board approval to close one or more schools will be consistent with procedures listed following AG-R.

If the board has approved the closing of a school, the administration will use reasonable means to inform parents of students affected by the closing about their new school assignment.

Necessary alignment of boundaries will be made when a school is to be closed, taking into account distances from other schools, traffic patterns, building capabilities, enrollments and programs.

Administrative planning for reassignment of students and staff members, disposition of equipment and furniture, etc., normally will be completed prior to the end of the school year.

Alternate uses of the building or disposition of the property will be considered in light of current projected needs.

Approved:

Statement of Prohibition of Discrimination, Harassment, and Retaliation

The District is committed to maintaining an educational environment and workplace that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District will provide equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The District strictly prohibits discrimination and harassment against students, employees, or others on the basis of race, color, ethnicity, national origin, religion, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. Any form of discrimination or harassment toward any person associated with the District, regardless of where the conduct occurs, is a violation of this policy. The District also strictly prohibits retaliatory actions against those who engage in protected activities.

All policies of the Board of Education and administrative procedures shall be enforced in compliance with this policy.

Statement of Compliance with Non-Discrimination and Equal Access Laws

The District will comply with the provisions and requirements of:

- Title VI of the Civil Rights Act of 1964;
- Title VII of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- Section 504 of the 1973 Rehabilitation Act;
- Individuals with Disabilities Education Act (IDEA);
- Americans with Disabilities Act (ADA);
- Age Discrimination in Employment Act (ADEA);

- Genetic Information Nondiscrimination Act (GINA);
- Kansas Act Against Discrimination and Kansas Age Discrimination in Employment Act;
- Boy Scouts of America Equal Access Act; and
- U.S. Department of Agriculture (USDA) civil rights regulations and policies, which prohibit discrimination in any program or activity conducted or funded by the USDA, including the National School Lunch Program, the School Breakfast Program, and the Summer Food Service Program.

In addition to the prohibitions and protections outlined above, retaliation is prohibited by civil rights laws, and individuals who exercise their rights under those laws are protected from retaliatory acts.

Complaints About Discrimination, Harassment, or Retaliation

All complaints about discrimination, harassment or retaliation should be reported and investigated as provided in Policy KN.

Training

The District will provide annual training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The Compliance Coordinator, designated investigators, designated decisionmakers, designated appeal officer, and any District administrators who are designated to facilitate informal resolution processes, will receive additional annual training on this policy and implementation of the complaint process.

The District will provide, as appropriate, instruction to students regarding discrimination, harassment, and retaliation.