

WEST KINGMAN COUNTY
UNIFIED SCHOOL DISTRICT
NO. 332

POLICY HANDBOOK
2009-2010

ADOPTED
July 13, 2009

FOREWORD

One of the most important responsibilities of the Board of Education is the establishment of long range policies that serve as guides toward the operation and administration of the public school program. The establishment of such policies in written form makes it possible for the employees of the board to proceed with assurance that they are administering their duties in accordance with the wishes of the duly elected governing body. A carefully considered written policy of procedure points the way for new board personnel and provides them with a course chartered by those who have gone before. Long range policies shall not be considered static or perfect. All policies should be re-examined annually and modified to meet the interest of the school district.

It is the policy of the West Kingman County Unified School District No. 332 that there will be no discrimination on the grounds of race, religion, color, sex, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Title IX and Section 504 Coordinator at the Board of Education Office, 117 North Main Street, Cunningham, Kansas 67035, 620-298-3271, or Regional Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor. Kansas City, MO 64153, 816-891-8103

MISSION STATEMENT

THE MISSION OF UNIFIED SCHOOL DISTRICT NO. 332 WEST KINGMAN COUNTY IS THAT ALL STUDENTS LEARN TO COMMUNICATE EFFECTIVELY, ACQUIRE BASIC LIFE SKILLS, DEVELOP RESPONSIBILITY TO SELF AND SOCIETY, AND SET GOALS FOR LIFE LONG LEARNING IN A GLOBAL SOCIETY.

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SECTION I -- BOARD OF EDUCATION
Policies and Operating Procedures

- A. **LEGAL BASIS:** In the legal sense, the school board is the constituted authority responsible for the conduct and operation of the schools. The control of the schools is placed by Kansas Law in the hands of the school board, seven in number, to be nominated and elected by the qualified voters at elections as provided by law, four members of the board shall be elected at the regular election held in April 1977, and three members in April 1979, and alternate each odd numbered year, and shall hold their office for a term of four years.
- B. **POWERS OF THE BOARD:** The Board of Education shall act as the general agent of the state in carrying out the will of the people of its district in matters of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws. In all cases where state laws do not provide or prohibit, the Board of Education shall consider itself the agent responsible for establishing and appraising the educational activities.

The Board of Education recognizes that its duties are quasi-legislative, quasi-administrative and quasi-judicial (Quasi-Judicial - Having a partly judicial character by right to hold hearings on and conduct investigations into disputed claims and alleged infractions of rules and regulations and to make decisions arrived at and enforced after the general manner of procedure in courts) and that its chief function is the establishment of general policies for the school system and recognizes the Superintendent of Schools as its chief administrative officer. The Board reserves the right of review of execution of policy by requiring periodic reports from the superintendent on operation of policy.

DISTRICT AUTHORITY: The governance of the district shall be vested in the board.

1. **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.
- C. **THE NAME OF THE SCHOOL DISTRICT:** The name of the school district shall be "THE WEST KINGMAN COUNTY UNIFIED SCHOOL DISTRICT NO. 332". It is in this name that the district conducts all of its business; titles its contracts, signs, letterheads, and publications; enters into contracts; sues and is sued; holds and conveys property.
- D. **ORGANIZATION:**
1. The annual organizational meeting of the Board of Education shall be the first meeting in July at which time there shall be elected a president and a vice president from among the members of the Board of Education. Each officer shall be elected by

a quorum of four (4) of the members of the board present and voting. The Board of Education shall appoint a clerk of the board, a school attorney, and a school treasurer, who shall not be a member of the Board of Education.

2. DUTIES OF OFFICERS:

- A. **PRESIDENT:** It shall be the duty of the president to preside at all the meetings of the Board of Education, to appoint all committees whose appointment is not otherwise provided for, to sign all warrants ordered by the Board of Education to be drawn upon the treasury, and to perform other duties as may properly pertain to his/her office or be enjoined by the Board of Education
- B. **VICE PRESIDENT:** The Vice President shall perform the duties of the President in the absence of the President. He shall perform other duties as designated by the Board of Education.
- C. **TREASURER:** The treasurer shall deposit all money belonging to the Board in accordance with the instructions of the Board and in compliance with state laws. He shall attend meetings of the Board when required to do so; and shall pay money belonging to the Board only upon checks signed by the President, or in his absence, the Vice President, and countersigned by the Clerk of the Board. Before entering upon the discharge of his/her duties, the treasurer shall furnish a corporate bond of \$5,000.00 (Expense involved in securing the bond will be defrayed by the Board of Education.)
- D. **ATTORNEY:** It shall be the duty of the Attorney to render legal advice upon the request of the Board, the Clerk of the Board, or the Superintendent to bring legal action as directed by the Board and to defend the Board and the School District in legal action brought against any of the above named parties.
- E. **CLERK OF THE BOARD:** The Clerk of the Board shall have the care and custody of the records, books and documents of the Board. The records of the Board shall, at all times, be open for and available to public inspection. The Clerk of the Board shall countersign all checks drawn upon the treasury by order of the Board and shall keep an accurate account of all moneys paid to the treasurer for the account of said Board, and of all moneys paid or drawn on the treasurer by the Board. The Clerk of the Board shall prepare payrolls and shall keep an up to date file on all teachers' certificates.

The Clerk of the Board shall prepare and submit to the Board an annual report showing:

- a. The money received by the treasurer since the last report and from what source received.

- b. The amount of all building funds and how invested.
 - c. All moneys disbursed and the purpose for which expended.
 - d. The balance of the general fund in the hands of the treasurer.
 - e. The number, date, and amount of all bonds issued by said board, and all bonds purchased for the building fund.
3. BOARD RESOLUTION: Pursuant to the provisions of KSA 72-8205, the Board of Education of West Kingman County Unified School District No. 332 will meet on the second Monday evening of each month. In the event that the regular meeting date shall fall on a legal holiday specified by the board, the regular meeting shall be held on the following day commencing at the same hour. One extra meeting will be held on the last Tuesday of June. All regular board meetings will commence at 7:30 PM except the meeting held on the last Tuesday in June which will commence at 7:00 AM. All board meetings will be held in the Board of Education office in Cunningham, Kansas, unless designated otherwise at the previous meeting.
 4. ADJOURNED MEETING: Any legal meeting of the board may be adjourned to a specific time, date, and place. Only problems on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.
 5. REMOVAL OF OFFICERS: Any officer of the board may be removed for cause by a vote of 2/3 of the members under such form of procedure as the majority of the board may direct for the specific occasion.
 6. COMMITTEES OF THE BOARD: The board shall have no standing committees. Special committees may be appointed by the president as deemed necessary. A special committee is considered dissolved as soon as its final report has been accepted by the board.
 7. MINUTES OF PROCEEDINGS: Minutes of the proceedings of the Board of Education at the previous meeting shall be prepared by the clerk of the board and mailed or delivered to the members at least 48 hours before the time of the next regular meeting. The minutes of the previous meeting or meetings shall be approved by the board as the first act of the regular meeting. The official minutes shall be indexed and kept in the office of the Superintendent of Schools.
 8. VOTING: Voting shall be by show of hands. Each member of the Board of Education shall have the opportunity to vote on all matters. All votes shall be recorded, showing number yes, no or abstaining. The vote of a majority of the full membership of the board shall be required for passage of any motion or

resolution. The votes of abstaining members will be counted against the motion or resolution.

9. **QUORUM:** A majority of the full membership of the board shall constitute a quorum.
10. **TRANSACTION OF BUSINESS:** The Board of Education shall transact all business at a legal meeting of the board. No member of the Board of Education shall have the power to act in the name of the Board of Education outside of the board meeting. It shall be considered unethical for any member of the Board of Education to express any opinion upon or make any promises regarding any question which is coming before the board when the question is open for discussion. Neither should they quote statements made by other members of the board concerning any questions considered by the board.
11. **ADOPTION OR REVISION OF POLICY:** The procedure for adopting/revising policies is as follows:
 - a. The superintendent or someone designated by the superintendent will draft the proposed policy.
 - b. This draft will be presented at a regular session of the Board at least 30 days prior to adoption.
 - c. During the 30 day waiting period, the draft will be made available to any interested party.
 - d. At the second reading, the Board will consider reactions to the draft policy. The policy may be reworded and adopted at this or any subsequent regular meeting.
 - e. A policy addition or change defeated on second reading will not be reconsidered by the board for a period of at least one calendar year.
12. **EXECUTIVE SESSIONS:** Executive sessions may be convened by the Board at the call of the chairperson and with the approval of the Board. The board shall conduct executive sessions only as provided by law. Discussion must relate to the following:
 - a. Personnel matters for non-elected personnel.
 - b. Consultation with an attorney which would be deemed privileged in attorney-client relationship.

- c. Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.
- e. Matters relating to actions adversely or favorable affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person.
- f. Preliminary discussion relating to the acquisition of real property.
- g. Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized.

The only persons who may attend executive sessions are Board members, the superintendent (except when his or her appointment or salary is under consideration) and other individuals the Board invite to be present.

In accordance with law, no official action may be taken in executive session. Any decision reached during an executive session will be formally acted upon at an open meeting following the executive session.

No minutes will be taken at executive sessions. That such a session will be, or was held will be recorded in the minutes of the open meeting.

Board members and other persons attending the executive sessions are duty bound not to disclose matters discussed at the executive session.

- 13. HARMONY WITH STATE LAWS: No item in these policies shall be operative if they are found to be conflicting with any laws of the State of Kansas.
- 14. FISCAL YEAR: The fiscal year of the board shall close on the last day of June. The annual audit shall be made by a licensed certified public accountant annually, and the report made to the Board of Education as soon as possible after the close of the fiscal year.
- 15. BUDGET: The budget as prepared by the superintendent and his assistants shall be studied and revised, or accepted for presentation to the public at the annual budget hearing. Subsequent to the acceptance or amendment at the annual budget hearing, the budget shall be adopted by the Board of Education on or before August 15 of the current year.

16. AGENDA: The superintendent shall make an agenda for each regular meeting and shall mail a copy of such agenda to each member of the Board of Education. Any member of the board may request that an item be placed upon the agenda. Requests of patrons of the school district for consideration of special items are welcomed by the Board of Education. Such requests must be in writing. Requests of patrons, when received by the superintendent, shall be placed upon the agenda in the same manner and under the same conditions as requests made by members of the Board of Education. Included in the agenda will be a list of bills which will be presented for payment.
17. Any items, responsibilities, duties, or obligations not specifically covered by these policies of the Board of Education will be considered and determined by the Board of Education as a regular part of its regular board meetings.
18. Under no consideration will the Board of Education of West Kingman County Unified School District no. 332 delegate its authority and decision making responsibility to outside or third parties.
19. FEDERAL FUNDS: No funds received from Federal sources shall be used for partisan political activities. (Source: Auditor)

GOALS AND OBJECTIVES (Adopted: October 12, 2009)

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

BOARD MEETING ORGANIZATIONAL POLICY (Adopted: July 13, 2009)

Each regular and special meeting held by the USD #332 Cunningham – West Kingman County School Board will be called to order by the board president or designee who will then lead the board, staff, and visitors in the Pledge of Allegiance. A moment of silence will follow the pledge to allow for personal reflection.

SECTION II -- SUPERINTENDENT OF SCHOOLS

The superintendent may be elected in January for a term of two years. When the services of the superintendent are satisfactory to the Board of Education, the superintendent may be elected annually for the maximum term. However, when the maximum term would be extended beyond retirement age, he/she may be elected for a one year term. His/her term shall begin on the first day of July. The superintendent shall have charge and receive for his services such compensation as the board may allow. The superintendent shall be the chief administrative officer of the board. He/she shall exercise general supervision over the public schools operated by West Kingman County Unified School District No. 332 and all employees of said district shall be directly responsible to him/her.

- A. **BOARD MEETING ATTENDANCE:** The superintendent shall attend all meetings of the board except when his/her own salary or re-election is being considered, and shall keep the board informed of conditions of the schools under his/her supervision.
- B. **EMPLOYEE APPOINTMENT RECOMMENDATIONS:** The superintendent and principals shall make recommendations for appointments, promotions, demotions, or discharge of all school employees. When nominations made by the superintendent are not satisfactory to the Board of Education, the board shall direct him/her to make additional nominations as soon as is feasible.
- C. **ASSIGNMENT OF PERSONNEL:** The superintendent shall make assignments that are, in his/her professional judgment, necessary to secure the highest efficiency of the staff.
- D. **SUSPENSION OF EMPLOYEES:** The superintendent may recommend suspension of employees for cause. Such suspension shall be immediately reported to the board. No employee shall be recommended for discharge until the superintendent is convinced that the efficiency of said employee cannot be improved. Employees may be discharged for the following reasons; inefficiency, immorality, insubordination, violation of board regulations, or cause shown.
- E. **PUBLIC LAW 874:** The superintendent shall have the authority to sign reports under Public Law 874.
- F. **SCHOOL CALENDAR PREPARATION:** The superintendent, in cooperation with the principals, shall prepare a school calendar based upon the number of days of school required by Kansas Law and present it to the board for its suggestion and approval.
- G. **FACULTY COMMITTEE APPROVAL:** The superintendent shall approve the appointment of any faculty committee that may be required for the execution and establishment of educational practices and policies.

- H. CURRICULUM APPROVAL: The superintendent shall direct studies to determine the adequacy of the curriculum and recommend to the board new courses of study or improvement in the organization of the curriculum as the need arises.
- I. PUPIL CLASSIFICATION AND PROMOTION: The superintendent working cooperatively with the principals and teachers shall be responsible for the proper classification and promotion of pupils.
- J. BOARD BUSINESS AGENT: The superintendent shall receive communications relative to school affairs and consult with individuals having business with the Board of Education.
- K. COMMUNICATION CHANNELS: The superintendent shall transmit all communications from the Board of Education or their committee to members of the administrative, supervisory, instructional, or custodial staff, and shall transmit all communications from them to the Board of Education.
- L. EMERGENCY AUTHORITY: The superintendent shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of and action by the board.
- M. PURCHASING AGENT: The superintendent shall be the purchasing agent of the board and shall have authority to purchase supplies and equipment under the regulations of the board.
- N. OPERATIONS AND MAINTENANCE OF SCHOOLS: The superintendent shall have charge of the operation and maintenance of the buildings and the equipment of the schools.
- O. SCHOOL BUILDING CONSULTANT: As new buildings are to be erected or old ones remodeled or discontinued in use, the superintendent shall be responsible for carefully studying the needs of the schools, and for recommending to the Board of Education plans adequate for meeting those needs. The superintendent shall assist the architect employed by the board in drafting plans, and for preparing specifications for construction work.
- P. SALARY GUIDE RECOMMENDATIONS: The superintendent shall recommend a guide for salaries to the board for their consideration. Such guide shall provide both minimum and maximum salaries, annual increments, and other items pertinent to a salary schedule.
- Q. BUDGET PREPARATION: The superintendent shall prepare a budget annually for the consideration of the board. The superintendent shall administer the budget enacted by the board, acting at all times in accordance with legal requirements and with adopted policies

of the board. Monthly written reports to the Board of Education shall be made showing appropriations.

- R. POLICY PROPOSALS: The superintendent shall propose new policies to the Board of Education for adoption, as the necessity arises.
- S. DECISIONS BY THE SUPERINTENDENT: The superintendent shall make decisions regarding routine matters which have not been specifically provided for in the policies.
- T. PUBLIC RELATIONS: It shall be a responsibility of the superintendent to interpret the philosophy, aims, and objectives of the teaching program of the schools to the communities.
- U. PROFESSIONAL MEETING ATTENDANCE: The superintendent shall attend state, national, and regional conferences as directed by the board, as part of his/her official duties.
- V. COMPULSORY ATTENDANCE LAW: It shall be the responsibility of the superintendent to designate personnel to report those students who do not comply with the compulsory attendance law in accordance with Kansas statutes.
- W. EVALUATION OF THE SUPERINTENDENT: Evaluations of the superintendent by the Board of Education will be conducted according to the plan filed with the State Board of Education. The continuing or non-renewing of the superintendent's contract shall be determined by board action at the regular January meeting.

ANNUAL OPERATING BUDGET (Adopted: October 12, 2009)

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 July.

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

Fraud Prevention and Investigation

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

Reporting Fraud

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

Whistleblowers

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

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

SECTION III -- PRINCIPALS

The principal is directly responsible to the Superintendent of Schools for the general administration, supervision, and curriculum improvement in his/her building. The principal will seek the help of teachers and non-certified personnel in order to carry out his/her responsibility.

- A. The principal will assume responsibility for improving the curriculum by assisting new teachers, making classroom visitations, stimulating a continuous curriculum study of an area of faculty concern, organizing periodic faculty meetings designed to study problems of faculty concern, keeping abreast of research, etc.
- B. The principal is responsible for communicating and interpreting school policies and practices to staff, parents, students, and the public by using all means at his/her disposal. (Student/Staff Handbooks)
- C. The principal is responsible for accurate preparation of all cumulative records, registers, attendance reports, special reports, etc.
- D. The principal is responsible for keeping the superintendent's office informed of all pertinent information regarding all phases of the school operation.
- E. The principal is responsible for submitting budget requests for each school year to the Superintendent of Schools. These requests will reflect cooperative planning on the part of the principal and faculty.
- F. The principal will approve all requisitions for supplies and equipment before they are sent to the central office. Requisitions for instructional materials should be submitted to the office of the superintendent with budget, when this is feasible, in accordance with estimate from central office in regard to requisitions.
- G. The principal is responsible for evaluating the work of each teacher and for reporting this information to the superintendent when requested. This will involve periodic classroom visitations and personal conferences.
- H. The principal is responsible for the care and accounting of activity funds. Monthly reports indicating receipts and expenditures will be made to the superintendent.
- I. The principal is responsible for the calendar of events of the school and will need to attend any meeting that is related to activities of the school, except in cases where teacher sponsors have been designated.
- J. The principal will see that all classes observe school hours and not dismiss early without the approval of the superintendent. Pupils are not to leave the school grounds during

school hours without permission of the principal, granted upon the request of the parent or guardian.

K. The principal is responsible for:

1. Supervision of students in the lunchroom and for seeing that the lunchroom and kitchen are clean.
2. Arranging for substitute teachers.
3. Conducting fire drills each month and tornado drills as required by law.

L. The Principal is responsible for handling discipline problems sent to the office. For more severe cases the principal will seek the counsel of the superintendent, counselor, or other qualified help.

M. The principal shall handle all complaints affecting his/her school, investigate and refer to the superintendent, complaints which cannot be resolved satisfactorily. Complaints and how resolved must be reported to the superintendent's office.

N. The principal is responsible for proper enrollment of the pupils assigned to his/her respective school. The principal shall not admit any pupil from outside USD #332 without prior approval of the superintendent.

O. The principal is responsible for keeping a current inventory of all furniture, equipment, and supplies at his/her school and shall file an inventory report with the superintendent after the close of each school year.

P. The principal shall establish rules for providing order in the buildings and on the grounds as may be necessary in consultation with the superintendent, and shall be held responsible for any lack of neatness and cleanliness about the school premises.

Q. The principal shall not permit any solicitor or agent to take up the time of teachers or pupils during school hours. No tickets shall be sold or offered for sale, and no meetings or other entertainment shall be given in the schools, or on or about the school premises, without the permission of the respective principal.

R. All activities are authorized and scheduled by the principal. No events are to be placed on the school calendar without first clearing the date on the master calendar to avoid conflicts. Each principal and the assigned staff sponsors are to be in charge of their respective activity programs. All activities shall be sponsored for the best interest and welfare of pupils, and proper scheduling should be considered.

S. It shall be the responsibility of the principal to attend board meetings when invited by the Board of Education or the Superintendent of Schools.

- T. Principals are responsible for making contact, or seeing that a teacher makes contact, with parents when a child's welfare may be facilitated by school-home cooperation.
- U. The principal shall be responsible for knowing that all school groups meeting within the school, or if meeting elsewhere as a school organization, are properly sponsored.
- V. The principal shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
- W. For willful and persistent disobedience to the authority of any teacher, or violation of the school regulations, the principal may ask a student to leave the building and shall report the incident to the superintendent.
- X. The principal is responsible for not allowing drinking of intoxicating liquor or cereal malt beverages on any school property owned or leased by USD #332.
- Y. The principal shall send a copy of the activities schedule to the central office on a month-to-month basis.
- Z. Assignments:
 - 1. The principal is responsible for assigning teachers to supervise the lunchroom and hallways during lunch time and to keep an accurate record of the assignments.
 - 2. The principal is responsible for keeping monthly records of assignments for teachers who are paid for ticket selling and concession stand supervision at athletic events. This record is to be sent to the central office as soon as the duty is completed.
- AA. EVALUATION OF THE PRINCIPAL: The superintendent shall evaluate the building principals from month to month during the school year. Written evaluations shall be made according to the plan filed with the State Board of Education. The continuing or non-renewing of the principal's contract shall be determined by board action at the regular February meeting.
- BB. Principals are to be responsible and will not permit pupils to drive cars, motorcycles, scooters, or similar conveyances during the hours that school is in session. This includes the lunch period.
- CC. Principals are to be responsible and will not permit pupils to leave the school building anytime during the time school is in session except for school sponsored activities. If it is necessary for a pupil to leave the building during school hours, a permit must first be secured from the school office.

SECTION IIIA -- ASSISTANT PRINCIPALS

The assistant principal is directly responsible to the principal and will assist the principal with the general administration; supervision and curriculum improvement in his/her assigned building. The assistant principal will seek the assistance of teachers and non-certified personnel in order to carry out his/her responsibilities. Specific responsibilities will include the following:

- A. The assistant principal will be responsible for student services to include attendance, discipline, activities and athletics.
- B. The assistant principal will assist the principal in the area of supervision and training of staff, both certified and non-certified, as assigned by the principal.
- C. The assistant principal will assist the principal with curriculum development as assigned by the principal.
- D. The assistant principal will be responsible for any other duties assigned by the board of education, superintendent of schools, or the building principal.
- E. **EVALUATION OF THE ASSISTANT PRINCIPAL:** The building principal shall evaluate the assistant principal from month-to-month during the school year. Written evaluations shall be made according to the plan filed with the State Board of Education. The continuing or non-renewing of the assistant principal's contract shall be determined by board action at the regular February meeting

SECTION IV -- TEACHERS

Each teacher shall be directly responsible to the Principal of each school. He/she shall promptly and consistently carry out the instructions of his/her principal and superintendent.

- A. It shall be the duty of each teacher to keep informed of the policies of the Board of Education as stated in the policy handbook, teachers' handbook or other materials provided to teachers by administration.
- B. A teacher must hold a valid Kansas certificate to be eligible for employment. The teacher must present such certificate to the clerk of the board for registration as soon as feasible after signing a contract and in no case later than one week prior to the time of beginning his/her duties as a teacher. It is the responsibility of the teacher to keep an up to date certificate registered with the clerk of the board at all times. According to law, paychecks cannot be issued to any teacher who does not have a current certificate registered.
- C. A teacher must sign a contract prepared by the superintendent and approved by the Board of Education to indicate his/her acceptance of a position. Failure to sign such contract by the time designated therein shall render such contract null and void. Teachers will be paid according to the salary schedule as adopted by the Board of Education.
- D. A teacher or any other professional employee shall be dismissed when he/she is found to be inefficient in the discharge of his/her assigned duties, disloyal to the interest of the school, or guilty of unprofessional conduct.
- E. A teacher who thinks he/she will be unable to be present on the following day to discharge his/her assigned duties should notify the principal/asst. principal before he/she leaves school the evening prior to the day of his/her possible absence. Tentative arrangements can be made for a substitute. If it is necessary to call a substitute the following morning, the principal/asst. principal should be notified as early as possible. If the principal/asst. principal is not available, the superintendent should be called.
- F. In all cases of absence, the substitute teacher is to be secured by the school officials, never by the teacher.
- G. The policy of the Board of Education does not require that its certified personnel belong to local, state and national educational organizations.
- H. The teacher will be responsible for the discipline of pupils in his/her classes. In all cases of punishment for disorderly conduct, the teacher shall avoid all appearances of anger or undue haste. No teacher shall slap or strike a pupil with hand or fist. Corporal punishment shall be administered only in extreme cases, and then in the presence of the principal. No teacher shall have the power to suspend or expel a pupil from school, but may, when necessary for

disciplinary purposes, send a pupil to the principal's office. A teacher shall make an immediate report of any unusual disorder among pupils in his/her charge.

- I. While contracts with all teachers and administrators call for a specific number of days of teaching and/or administrative work, nevertheless every staff member is to attend any and all meetings called for on the annual school calendar as approved by the Board of Education. (This section of school policy basically deals with meetings of teachers with principals during the week preceding the opening of school). Out of town employment, vacation trips, or similar reasons, are not considered adequate to miss any of these meetings and activities. Reasons which would be considered valid for absences are the same as provided for in the sick leave policy of the regular school year. The signing of a contract automatically includes the above listed professional obligations. Any meetings or activities are to be referred by the principal to the Superintendent of Schools for his/her action.
- J. Non attendance by certified personnel of USD #332 at any preschool institute scheduled by the superintendent and Board of Education shall carry an automatic 1/189 dock of annual wages for each day absent unless there is just cause approved by the superintendent prior to the absence.
- K. It is expected that a teacher maintain a professional attitude in his/her relationship with pupils and fellow teachers. He/she shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers may have disagreement should be discussed outside the presence of students.
- L. During the school year, no teacher may tutor for pay any pupil attending the school to which the teacher is assigned, nor shall he/she tutor any other public school pupil except by specific approval of the superintendent.
- M. Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by USD #332.
- N. All orders from a teacher to a custodian shall be made through the principal except in an emergency.
- O. Each teacher shall observe all school regulations concerning professional growth, participate in curriculum study, and seek a professional growth status beyond that required.
- P. It is desirable that each teacher contribute to community life. He/she should develop normal interests outside his/her professional duties.
- Q. A teacher will frequently be assigned to serve on committees which will be formed during the course of the school year for improvement of some phase of the school program.

- R. A teacher shall not act as an agent or accept commissions or royalties for his/her influence in the selection or purchase of school materials.
- S. A teacher shall not dismiss his/her pupils earlier than the regularly scheduled time without permission from the principal.
- T. Each teacher shall be responsible for classification and grading, as well as promotion of his/her pupils in accordance with policies and instructions of the principal.
- U. The Board of Education acknowledges that the awarding of marks, and decisions relative to promotion or retention, is a sole and serious responsibility of each teacher. It is the board's policy to support the professional staff in this duty. Professional staff can be depended upon to make all such decisions in the best interest of the children; however, it is very important to good relations that parents be consulted and be kept well informed at an early date where retention is advisable. (Spring parent/teacher conference, if possible)
- V. The superintendent will require an annual cooperative growth report from the principal for each teacher under the principal's supervision. This report will be considered confidential between the teacher, principal, and superintendent, except when the Board of Education is asked to renew a teacher's contract, or to discharge the teacher. In such case the board may request the teacher's permission to review the report to ascertain whether or not the teacher has been fully advised of the contents of that report. The teacher may refuse the board permission to review the report, but in so doing forfeits his/her right to review the board's decision.

SECTION V -- GUIDANCE COUNSELOR

- A. The counselor is the specialized guidance authority in the school system, but the total guidance program is the responsibility of each and every member of the school staff.
- B. The guidance counselor is directly responsible to the superintendent in the discharge of his/her responsibilities and responsible to the individual principals when working in their particular building.
- C. The goals of the guidance program are:
 - 1. To encourage and assist students toward the development and achievement of educational and vocational goals.
 - 2. To assist the students to maintain a level of educational performance consistent with their capabilities.
 - 3. Helping students learn the decision making process.
 - 4. Providing personal, social, educational, and vocational information for decision making.
 - 5. To assist students in the development of a positive self-image.
 - 6. Assist the principal and teachers in developing a positive approach to students with behavior problems.
- D. The professional responsibilities of the guidance counselor are to:
 - 1. Assist each student to meet the need to understand him/herself in relation to the social and psychological world in which he/she lives. This entails helping each student understand and behave consistent with his/her aptitudes, interests, attitudes, abilities, opportunities for self fulfillment, and the inter-relationships among these.
 - 2. Assist each student in developing personal decision making competency. This includes the responsibility of assuring that the student's opportunities for self understanding and self fulfillment are not restricted by the group consideration and process inherent in schools.
 - 3. Assist all members of the school staff to understand the importance of each individual student and to provide information, material, and consultative assistance aimed at supporting their efforts to understand students.

4. Determine the influence of the school program on student educational and psychosocial development and to convey this information to other staff members. To also participate in related program development when significant changes occur which have implications for instruction.
5. Assist parents in understanding the developmental progress of their child, his/her needs, and his/her environmental opportunities in order to increase their ability to contribute to their child's development.
6. Interpret to the community the importance of consideration for the individual and the contribution of the school counseling program to that end.
7. Promote non-school opportunities necessary for student development.
8. Use and promote resources designed to meet unusual or extreme needs of students which are beyond the responsibility of the school.
9. Assist and encourage students in making application for post high school educational opportunities.
10. Assist and encourage students and their parents in making application for scholarships and financial aid.
11. Administer the district testing program for students under the direction of the superintendent and building principals.
12. Interpret the results of tests administered in the district and report the results to administrators, teachers, students, and parents.

E. CAREER PLANNING:

1. A four year academic plan will be developed for all incoming ninth graders and upon enrollment for transfer students.
2. Conduct a career planning unit each year for all students in grades six, seven, and eight.
3. Conduct at least one individual career planning conference with each high school student each year.

SECTION VI -- SUBSTITUTE TEACHERS

- A. Substitute teachers to be employed in the school district are to hold a certificate issued by the State of Kansas and registered in the office of the superintendent of schools.
- B. Substitutes should and shall be provided if possible, that is, if the superintendent or the principal know the night before or early enough that morning in time to secure a substitute.
- C. In all cases of absence, the substitute teacher is to be secured by the school officials, never by the teacher.
- D. Substitutes are to be called for duty by the building principal from an approved list supplied by the superintendent of schools.
- E. The request for a substitute should be made to the principal no later than 7:00 a.m. or 12:30 p.m., and earlier, if possible.
- F. The substitute teacher will first report to the school office to make sure the proper name and date of employment are recorded for payroll purposes. He/she will also contact the building principal to receive detailed instructions. The building principal will report to the payroll clerk, at the end of each month, all substitute teachers and days taught.
- G. Substitute teachers are expected to perform all duties of the regular teacher. When called, a substitute should be informed of any extra duties such as lunch and playground supervision.
- H. It is the principal's responsibility to review the progress of the substitute's work from day to day.
- I. It is the teacher's responsibility to have plans in his/her plan book for the substitute to follow. Permission to make any major change in the plans must be received from the principal.
- J. It is the substitute's responsibility to check the daily written work.
- K. The substitute must make an accurate report of school attendance.
- L. It is recommended that substitutes familiarize themselves with courses of study and textbooks.
- M. All substitute teachers are expected to practice the Code of Ethics of the education profession.
- N. All substitute teachers will furnish the superintendent of schools with a current health certificate.

- O. A substitute is paid at the rate established annually by the Board of Education, with mileage left to the discretion of the superintendent. A substitute will be paid only for days he/she teaches. A substitute shall take over all duties of the regular teacher including playground supervision and noon duty and observe regular teachers' hours.
- P. On days the substitute teacher works, the substitute will receive lunch at no cost to the substitute in the school lunchroom on days the lunchroom is in operation.

SECTION VII -- PARAPROFESSIONALS AND AIDES

- A. There are times when patrons, parents, and others volunteer their services to "help the teachers" feeling that the teachers need help, are over worked, and that they could help certain children on an individual basis. If teacher aides and paraprofessionals are needed, they will be hired only through the central office with Board of Education approval.
- B. Library Aides - Duties shall include:
1. Work under the supervision of the librarian assisting with routine tasks involved with the daily operation of the library (checking books in and out, shelving books, repairing books, clerical duties, inventory work, etc.).
 2. The aide will be responsible for supervision of students in the library. Teachers should be notified in writing when a student from their class becomes a problem in the library. A copy of the notification should go to the principal.
 3. Salary - Work and time spent to be evaluated and wages set accordingly. Overtime hours will be paid at a rate of time and one-half.

SECTION VIII -- SECRETARIAL PERSONNEL

A. SUPERINTENDENT'S OFFICE:

1. Two secretaries will be employed to work in the office of the superintendent and will be directly responsible to him/her.
2. Holidays are to be set by the superintendent.
3. Salary schedule: Work and time to be evaluated and wages set accordingly.
4. Wages for part time employees shall be determined by the board or the superintendent.

B. PRINCIPALS' OFFICES:

1. Secretarial help, as needed, will be provided the principals. Recommendations of applicants for such positions will be made by the superintendent after consultation with the principal in whose office the secretary is to be assigned.
2. A secretary is directly responsible to the principal in whose office he/she is assigned and will perform such duties as may be assigned by that principal, such as keeping accounts, attendance records, a complete and accurate accounting of all money in the various accounts handled in the office of the principal, complete correspondence as needed, etc.
3. Salary Schedule: Work and time to be evaluated and wages set accordingly. Overtime hours will be paid at a rate of time and one-half.
4. Wages for part time employees shall be determined by the board or the superintendent.
5. All full-time secretaries paid holidays: (**Revised July 13, 2009**)
 - a. Labor Day.
 - b. Thanksgiving (2 days).
 - c. Christmas (2 1/2 days).
 - d. New Year's Eve.
 - e. New Year's Day.
 - e. Good Friday.
 - f. Memorial Day.

**If the paid holiday falls on a weekend, the administration will determine the paid days off.

SECTION IX -- CUSTODIANS

- A. A custodian shall follow such general directions as may be given by the superintendent and shall in all other matters be under the direction of the principal. During vacation, however, the superintendent shall have general supervision over the custodians.
- B. Work Schedules:
1. The building principal will establish a work schedule for each custodian which will set reporting time, break time, lunch time, and quitting time.
 2. Each full time custodian will work 40 hours per week (Saturday through Friday).
- C. The custodian shall not allow the accumulation of rubbish or paper in the basement and shall, immediately after use, properly dispose of all cloths or waste used in wiping any fresh paint or other linseed oil products. Fire extinguishers shall be recharged at proper intervals. The custodian shall be sure that each fire extinguisher carries a card with the date of the last inspection stated clearly. Never let more than one year pass without inspection.
- D. A custodian shall attend all meetings called by the superintendent or principal, appear neat and clean when working with teachers or students, courteously fulfill his/her duties, and observe the policies and regulations of the school system.
- E. Whenever a custodian finds that he/she is unable to be on the job, he/she should call the principal at the earliest time possible. If the principal cannot be reached, the superintendent should be called.
- F. It is the joint responsibility of the principal and the custodian to insure that a reasonable amount of custodial supplies are in each building. Requests for custodial supplies are to be made to the principal, who in turn will request same from the superintendent.
- G. Upon the request of the superintendent, custodians will attend the school for custodians. Fees and/or tuition will be paid by the Board of Education.
- H. CUSTODIAN CALENDAR: So that all concerned will have a clear understanding in regard to the work calendar for the custodial staff, the following information is submitted.
(Revised July 13, 2009)
1. In addition to vacation the following additional paid released time from school duties will be granted.
 - a. Labor day - if school is not in session.
 - b. Veteran's Day. - If school is not in session.

- c. Thanksgiving Day.
- d. Christmas vacation from noon December 24 to noon December 26.
- e. New Year's Eve.
- f. New Years Day.
- g. Good Friday.
- h. Memorial Day.
- i. Fourth of July.

**If the paid holiday falls on a weekend, the administration will determine the paid days off.

- I. SALARY: Work and time spent to be evaluated and wages set accordingly. Overtime hours will be paid at a rate of time and one-half.
- J. PART TIME HELP: Wages for part time employees shall be determined by the Board or the Superintendent.

SECTION X -- LUNCHROOM PERSONNEL

A. LINE OF AUTHORITY AND ELECTION:

1. All lunchroom personnel are directly responsible to the head cook.
2. The superintendent is responsible for making recommendations to the Board of Education concerning the employment of lunchroom personnel.

B. HEAD COOK DUTIES: The head cook will be responsible for menu planning, supply accounting, reports and purchasing of supplies. The head cook in each kitchen will be responsible to the building principal and will be in charge of the personnel in his/her respective kitchen.

C. MEAL STANDARDS: All menus shall meet or exceed the minimum requirements as provided by the State Department of Education.

D. UNIFORMS: All cooks will wear neat and clean clothes. Health regulations require that all cooks wear hair nets and hose.

E. PHYSICAL EXAMINATIONS: All lunchroom personnel, before being employed by the Board of Education, must receive approval from a physician on a physical examination form which will be approximately equivalent in scope to that given by a life insurance company for a potential policyholder. The physical examination form is furnished by the Board of Education and the applicant, who pays the fee for the examination, has the privilege of taking the examination from any physician. (The physician will send the results of the physical directly to the Superintendent of Schools) If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. The expense of obtaining the requested certification of health will be borne by the board of education.

F. SALARY: To be established annually by the Board of Education. Overtime hours will be paid at a rate of time and one-half.

SECTION XI -- BUS DRIVERS

A. LINE OF AUTHORITY AND ELECTION:

1. Bus drivers will be employed on a year to year basis by the Board of Education on the recommendation of the Superintendent.
2. Bus drivers will be directly responsible to the principal. They will promptly and consistently carry out his/her instructions.
3. Each bus driver shall be evaluated annually.
4. SALARY: To be established annually by the Board of Education. Overtime hours will be paid at a rate of time and one half.
5. ACTIVITY TRIP SALARY:
 - a. Bus drivers will be paid an hourly rate to be established annually by the Board of Education, port-to-port, when driving activity trips. The cost of a substitute driver will be subtracted if the driver does not drive his/her regular route. The minimum payment for any activity trip will be \$12.75.
 - b. Other district employees driving activity trips during their regular duty hours will be paid the hourly rate established by the Board of Education for actual driving time (teachers, coaches, custodians, cooks, secretaries, aides, administrators).
 - c. Other district employees driving activity trips other than during their regular duty hours will be paid the hourly rate established by the Board of Education, port-to-port. The minimum payment for any activity trip will be \$12.75. (teachers, coaches, custodians, cooks, secretaries, aides, administrators).
 - d. Over night activity trips: The bus driver will not be paid for a duty free eight hour period of sleeping time provided adequate sleeping facilities are furnished by the District. **(8/14/00)**
 - e. Activity bus drivers will remain with the school group throughout the activity. The driver is expected to eat with the group and attend the event with the group. The transportation supervisor must approve reimbursement for meals, tickets, or other expenses. **(8/14/00)**

B. QUALIFICATIONS, RESPONSIBILITIES, AND DUTIES OF BUS DRIVERS: The listed items and as required by the Kansas School Transportation Regulations Standards and Statutes Revised July 1, 1992.

1. **PHYSICAL EXAMINATION:** Each school bus driver shall pass a physical examination upon employment and every two years thereafter, and at any other time at the request of the Board of Education or the superintendent. The examination shall be performed by a physician licensed by the State of Kansas and selected by the Board of Education. The physical examination form will be provided by the board and returned to the board. The physician will be paid by the district.
 2. **DAILY LOGS:** Each bus driver will complete the following:
 - a. **VEHICLE MAINTENANCE LOG:** To be turned in to the building principal the last working day of each month.
 - b. **MILEAGE LOG:** To be completed daily accounting for all miles driven and to be turned in to the building principal the last working day of each month.
 - c. **SAFETY INSPECTION LOG:** To be completed prior to each trip and to be in the driver's possession when driving the bus and ready for inspection. Logs are to be turned in to the building principal at the end of each week.
 3. Bus drivers will inform the building principal of any and all discipline problems that occur on the bus.
 4. Bus drivers will not use any form of corporal punishment.
 5. **ILLEGAL DRUGS/ALCOHOL/TOBACCO:** See Section XIII - B.
- C. **INSTRUCTIONS TO PUPILS AND DRIVERS:** These rules should be printed in large, plain type and posted in a prominent place in the bus:
1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
 2. The driver may assign a seat to each pupil. Each pupil must be provided a seat. Pupils in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened, if permission is first obtained from the driver, and if the bus is not in motion.
 3. Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
 4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Pupils should wait in an orderly manner and never push a fellow pupil.

5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
 6. Outside of ordinary conversation, classroom conduct is to be observed.
 7. Pupils must not throw wastepaper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
 8. Pupils must not at anytime extend arms or heads out of bus windows.
 9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
 10. When leaving the bus, pupils must observe directions of the driver. Pupils crossing the road must do so in front of the bus after making sure the highway is clear.
 11. Any damage to the bus is to be reported at once to the bus driver.
 12. PENALTY: The penalty for violating these rules is that pupils shall be reported to the school principal who can deny pupils the privilege of riding the bus.
- D. ACTIVITY TRIPS: Activity sponsors and bus drivers must work cooperatively in maintaining discipline going to and from out of town activities. Sponsors shall insist on students remaining in their seats and observing classroom conduct except for ordinary conversation, to enable the bus driver to carry out his/her responsibilities. The bus driver has the authority to stop the bus and consult with sponsors if the degree of safety is questionable.