

SECTION XIV -- MISCELLANEOUS POLICIES

- A. SOLICITATION OF FUNDS: No solicitation of funds for any purpose, except for the United Way of Kingman County, shall be permitted in any of the schools of Unified School District No. 332, except by the approval of the superintendent.
- B. FIRE AND TORNADO DRILLS: Each school shall have one fire drill per month and three tornado drills per year.
- C. AGENTS AND SOLICITORS: No agents, salesmen, saleswomen, or solicitors shall be permitted to interview teachers or pupils in the school buildings or on the school grounds, nor shall any handbills, pamphlets or other advertising materials or posters be distributed on or placed on the school premises, or announcements made, without the permission of the board of education or superintendent.
- D. SPONSORED SHOWS AND ENTERTAINMENT: Groups, other than school groups, who desire to sponsor shows and entertainment for school children, and sell tickets for these entertainments, shall not be permitted to use school time or personnel for selling these tickets, nor school time for the show or entertainment.
- E. SALE OF TICKETS: Sale of tickets in the schools to events or entertainment sponsored by other than the schools themselves shall be permitted only upon the express permission of the superintendent.
- F. LISTS OF STUDENTS OR TEACHERS: Lists of students or teachers are not to be made available to any individual, agency or establishment for commercial purposes or other purposes contrary to the best interests of the schools.
- G. FRATERNITIES: Fraternities and secret organizations are prohibited in high school, and the board of education has authority to expel any student who violates this statute, or becomes a member of such an organization while a student.
- H. TEXTBOOKS: Grade school and high schools are authorized to set up rental systems for textbooks and are authorized to procure these textbooks at the most economical cost. Fees should be authorized by the board upon the recommendation of the administrators concerned. Textbook committees made up of teachers from all attendance centers shall meet periodically during the school year to study textbooks and make recommendations for new adoptions.
- I. POLICY REGARDING RETAIL SALES: Unified School District No. 332 school representatives shall refrain from the sales of goods, supplies, and services which are regularly supplied by or available from the retail merchants of Unified School District No. 332. The board will allow specific exceptions to this policy.
1. EXCEPTIONS PERMITTED: The superintendent may grant permission for the following: Snack bar and school lunch meals, pencils, paper, textbooks, paperbound

books and dictionaries, school sweatshirts, decals, license plates, soft drinks, concession goods, fire extinguishers, concessions at school activities, magazine sales, a pop and snack vending machine at Cunningham High School to be used at the discretion of the administration. (10/8/84)

- J. **ADVERTISING:** It is generally understood that the school cannot be used as an agency through which commercial advertising can be permitted. Free materials, supplies, services, and equipment may, however, be accepted for classrooms and school purposes under criteria as follows:
1. The initiative for securing the materials, supplies or equipment should come from the school.
 2. The material should fulfill a legitimate purpose of the school and its curriculum and activities.
 3. The selfish or private purpose of the sponsor should not be prominent or dominant in the material.
 4. The advertising feature should not be blatant.
 5. No materials should be used that violate the attitudes which are recognized as ideals of the school system or of our society.
- K. **PURCHASE ORDERS:** All Board of Education purchases must be authorized by purchase order. See instructions regarding purchase orders and requisitions under Financial and Business Management.
- L. **OUTSIDE ACTIVITIES:** The board does not approve of employees engaging in activities which necessitate their being off their job for a period of time. Tutoring of any kind for pay is not allowed on school property or on school time. Teaching in night school and classes outside of, and in addition to the regular teaching schedule must not interfere with the regular teaching schedule duties or meetings of a teacher.
- M. **INVENTORIES:** All teachers, school employees, and administrators are to keep continuous inventories of supplies and equipment on a form as prescribed by the superintendent. These inventories are to be brought up to date and turned into the office of the superintendent each fall. Inventories shall be submitted each spring and brought up to date.
- N. **MONEY RAISING PROJECTS:** No money raising projects by outside organizations are to be conducted in the schools without the permission of the superintendent and/or board. This will include ticket sales and all types of money raising drives. Neither may any outside agency sponsor any pay entertainment for school children during school hours in any of the public schools.

- O. CHRISTMAS: There will be no school sponsored gift exchanges in Unified School District No. 332 schools.
- P. DRINKING OF INTOXICATING BEVERAGES: Drinking of intoxicating liquor or cereal malt beverages is not allowed on any school property owned or leased by Unified School District No. 332.
- Q. SEAT BELTS: All individuals driving or riding in the front seat of district owned vehicles shall use the provided seat belts at all times while the vehicle is in motion as required by Kansas law.
- R. SEAT BELTS: All individuals under the age of 14 riding in district vehicles other than school buses must use the proper safety restraining system. For a child age 4 to 14 the proper restraining system is the safety belt and applies to both front and rear seats of the vehicle. For a child under age 4 the proper restraining system is a padded restraining seat.
- S. VIDEO DUBBING: The district librarian and building principals will establish a procedure for video dubbing for district patrons. The procedure will include reasonable guidelines including a charge to defray the cost involved. The plan will be presented to the Board of Education for approval prior to its adoption or amendment.
- T. MEMORIALS: All memorials must be approved by the Board of Education. Memorials will be restricted to the following criteria:
- 1) Any message associated with the memorial will have a positive connotation.
 - 2) Memorials will not be in a location or size that would impede or disrupt the school.
 - 3) Memorials will not detract from the learning environment.
 - 4) Memorials will not be designed in a manner that would promote competition in memorial designs, promote or glorify student loss of life, or act as a constant reminder to pain and suffering.
 - 5) Memorials will not be designed in a manner that involves the names or represents other students, staff, or families without unanimous consent from all associated.
 - 6) Memorials cannot cause added expense to the district at installation or during normal operations, maintenance and custodial work unless specifically approved by the board on a case by case basis.
 - 7) Memorials that would require a naming of a facility, portion thereof or other location will be considered by the BOE and proposals must be approved by the board.

(11/10/2008)

SECTION XV – INSTRUCTION

- A. The improvement of instruction is the most important objective in the total operation of a school system. Any phase of its operation which does not contribute to the accomplishment of this objective is of doubtful value. The development of an improved curriculum and course materials, the best utilization of available teaching aids, the improvement of interpersonal relations within the classroom, and the wide use of the best teaching methods are basic requirements for the improvement of instruction. The administration of the educational program is designated to assist the teacher in the attainment of these basic requirements.
- B. The administration of a program for the continued improvement of instruction is largely the responsibility of principals. Each principal is an educational leader and as such must be available to view the activities of his/her school as a unit of the whole system and to organize these activities so that they become an intricate part of the school system. He/she must be concerned with the problems of human relationships and the wise management of teachers and pupils. His/her responsibility for a continuing program to improve instruction in his/her building cannot be made secondary to the other administrative details of his/her office.
- C. **INSTRUCTIONAL MATERIALS:** All instructional materials must be purchased with the approval of the principal and the superintendent.
- D. **TEXTBOOK SELECTION:** Textbooks will be selected by the teachers involved in cooperation with the principal and superintendent. Textbook committees made up of teachers from all attendance centers shall meet periodically during the school year to study textbooks and to make recommendations for new adoptions. All textbooks and workbooks throughout the district, both elementary and secondary, are to be standardized. All textbook rental collections from the various attendance centers are to be deposited in the district textbook revolving fund, through the clerk of the board. All textbooks and workbooks are ordered from the central office through regular textbook requisitions and are paid for through the textbook revolving fund. Textbooks and workbooks adopted by the textbook committees shall be approved by the Board of Education.
- E. **FIELD TRIPS AND EXTRA CLASSROOM ACTIVITIES:** When school time is to be used for activities which take the student away from his/her scheduled classroom, such activities should be planned to supplement classroom instruction. Approval by the principal is required in all cases.
- F. **INTERNET/ON LINE SERVICES – ACCEPTABLE USE:** The purpose of the Internet in Unified School District No. 332 is to facilitate and support research and education by providing access to a variety of resources and an opportunity for collaborative work for both students and staff.

Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or objectionable. On a worldwide network it is impossible to effectively control the content of and access to information and data. It is the

responsibility of the user not to initiate or pursue access to such material. Unified School District No. 332 prohibits procurement of material not consistent with the educational goals of the district.

Access to and use of the Internet and other on-line services must reflect district and building expectations for proper, legal, and ethical use. Examples of unacceptable use include, but are not limited to:

- Transmission of any material in violation of State or Federal regulations, including copyright regulations.
- Use for individual commercial activities, including product advertisement, or for political lobbying.
- Use to access or obtain explicit or objectionable material.
- Transmission of offensive, harassing, discriminatory, or otherwise objectionable material.
- Use which disrupts the use of the network and related services for other users, including the damage or degradation of hardware and software.
- Access, modification, or damage to files, passwords, or other data belonging to other users.
- Modification of system or software parameters as established by network administrators.
- Use of personal software without authorization from the building administrator, who has the responsibility for guaranteeing the software's virus-free and copyright status.

Unified School District No. 332 reserves the right to determine whether specific uses of the network are consistent with this acceptable use policy. In addition, the district reserves the right to log Internet use and to monitor fileserver space utilization. The district further reserves the right to monitor network use, including E-mail and remove user accounts and/or restrict user access in order to prevent unauthorized activity.

Each school will develop and maintain guidelines for access and use of Internet and other on-line services. A "Parent/Student Agreement" is to be signed by the parents/guardians, the student and a representative of the school prior to individual student access to the Internet and other on-line services. This agreement shall be used annually with students to review district/school expectations for the use of Internet and other on-line services, and shall be filed in the office of the Principal of each building.

G. COMPUTER USE:

1. **USE OF DISTRICT COMPUTERS/PRIVACY RIGHTS:** Use of district computers is strictly limited educational and professional use both by students and by staff members.

All personal use is strictly prohibited. All documents, files, other information, or projects prepared or created on district computers are the property of USD #332. E-mail and/or other internet access shall be limited to professional or educational use. No right of privacy exists as to any e-mail, message, blog or other internet usage of district computers or as to any document, file, or other data created, transferred, or stored on district computers. All district computers are subject to search and any use is subject to monitoring at any time and without notice. This policy applies both to students and staff of USD #332.

Violation of this policy may result in loss of use or access to district computers, and discipline of either students or staff up to and including expulsion of students and termination of staff.

No blog may be created or accessed using any district computer except with the express written consent of the Superintendent or the Board of Education. No symbols, logos, or other USD #332 trademark shall appear on any blog except with express written consent of the Superintendent or the Board of Education. Any employee or student violating this policy is subject to discipline including an up to termination or expulsion. It is the policy of USD #332 to remind employees of the following rules/guidelines for their personal blogs:

- (1) Do not blog on the job.
- (2) Do not use district computers to blog.
- (3) Keep in mind that a blog has the potential to be read by thousands of people including those you may be writing about.
- (4) Consider the consequences of what you may post before posting.
- (5) Do not post material that is obscene, defamatory, profane, or libelous.
- (6) If you identify yourself as an employee of USD #332, make sure you indicate that any opinions expressed in the blog are your own and not those of USD #332. **(03/09/2009)**

2. **COPYRIGHT:** Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office. **(8/14/00)**
3. **INSTALLATION:** No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must the superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems. **(8/14/00)**

4. **HARDWARE:** Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware. **(8/14/00)**

H. COMPUTER MATERIALS:

1. **AUDITS:** The administration may conduct periodic audits of software installed on district equipment to verify legitimate use. **(8/14/00)**
2. **PRIVACY RIGHTS:** Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. **(8/14/00)**
3. **OWNERSHIP OF EMPLOYEE/STUDENT-PRODUCED COMPUTER MATERIALS:** Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. **(8/14/00)**

CHILDREN'S INTERNET PROTECTION ACT (Adopted: October 12, 2009)

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Children's Internet Protection Act (CIPA) PLAN

The USD 332 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing;
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;
- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
- as part of its Internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- prevent unauthorized disclosure of personal information regarding minors.

SECTION XVI -- PUPIL PERSONNEL ADMINISTRATION

A. ADMISSION REQUIREMENTS:

1. **FIRST TIME ENROLLMENTS:** The proof of identity for students enrolling for the first time in Unified School District No. 332 may include, but may not be limited to, such items as the students' birth certificate, a copy of a court order placing the student in the custody of the Kansas Social & Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board considers satisfactory. If the identity of the student is not proven by documentary evidence within 30 days, the principal shall notify the local law enforcement agency as required by law.
2. **STUDENT NAME:** The enrolling school administrator shall enter on the student's permanent record card the student's legal name as appearing on the birth certificate unless the name has been changed by court order.
3. **KINDERGARTEN:** Any child, who will attain the age of five (5) years before the first day of September, shall be eligible for kindergarten in Unified School District No. 332 schools.
4. **HOME SCHOOL:** Home School students entering district schools will be administered an achievement test. The results will be used in the placement decision made by the principal and teachers.
5. **HEALTH ASSESSMENT:** New school entrants (not previously enrolled in any school in Kansas) under the age of nine (9) years of age must obtain a health assessment. A health assessment includes: health history, physical exam and other screening tests as medically indicated. The assessment must be conducted by a qualified provider as certified by the Kansas Department of Health and Environment.
6. **HIGH SCHOOL:** Any pupil enrolling in high school and who is not a graduate of a Unified School District No. 332 school must present a transcript of credit from the school from which he/she graduated. When such a transcript is not presented, the pupil may be enrolled and tentatively classified until a transcript can be obtained from his/her parent school.
7. **AGE LIMIT:** As prescribed by Kansas Law.
8. **ADMISSION REQUIREMENTS FOR NON-RESIDENT STUDENTS:**
 - a. **Resident Students:** A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and

foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

- b. Non-resident Students: Non-resident students are those who do not meet the definition of a resident student. Since schools are maintained for the primary benefit of the residents of the district. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

U.S.D. No. 332 will not accept any out-of-district students who are deficient in credits corresponding to their year in school, who have less than a C average at the time of their initial enrollment, or who do not pass a placement test at the level for which application is made. Nor will this district accept any student on probation, under suspension or expulsion, or having past or present discipline or attendance problems. Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent. The superintendent of schools may admit or deny admittance to out-of-district students under circumstances determined by the superintendent to be in the best interests of U.S.D. No. 332 and the out-of-district student. In the event a non-resident student is denied admission to the schools of the district, the student may request a hearing before the board of education. The decision of the board of education on any such hearing shall be final. The superintendent of schools is hereby authorized to develop administrative policies for out-of-district students who seek admission.

- c. Continued enrollment: Continued enrollment of non-resident students shall be subject to an annual review. This review will be based upon attendance, behavior and scholastic record. The superintendent of schools may readmit or deny admittance to out-of-district students under circumstances determined by the superintendent to be in the best interest of U.S.D. No. 332 and the out-of-district student. In the event a student is denied enrollment for the next school year, the student may request a hearing before the Board of Education.

B. GRADUATION REQUIREMENTS: (6/10/96)

1. HIGH SCHOOL: A pupil must complete at least twenty-four (24) units of work as follows: Effective for students who enter the ninth grade in the 2005-2006 School Year.
 - a. Four (4) Units of English Language Arts. Seniors would take College Prep. English or Vocational English.
 - b. One (3) Units of History and Government
 - c. One (3) Units of Science. (Two Science Electives in addition to Biology)
 - d. One (3) Units of Mathematics.
 - e. One (1) Unit of Health/Physical Education.

- f. One (1) Unit of Fine Arts.
- g. Two (1) Unit of Computer Applications.
- h. One (8) Units of Electives.

C: ATTENDANCE

1. Excused Absences

- a. Personal Illness
 - b. Professional Appointments
 - c. Serious Illness or death of a member of the family
 - d. Emergencies calling for the student's services or presence at home.
 - e. Obligatory religious observance.
 - f. Participation in a district-approved or school sponsored activity.
 - g. Absences from school due to working for their parents shall be excused.
 - h. Seniors will be given one day during the year to visit a college. A written permission from the student's parents must be turned in to the principal prior to the day of the college visit. Extra days may be allowed under certain circumstances.
 - i. If a student is going to work for hire, the students must meet these requirements.
 - 1. Written permission from your parents for the need for you to work that day.
 - 2. All work must be made up prior to the date you are to work.
 - 3. Grades will be checked to make sure the student is in good standing in all classes.
 - 4. Student attendance during the present school year will be considered.
 - 5. Students under the age of 16 will not be considered.
 - 6. Any student failing any classes will not be considered for this privilege.
 - 7. Family trip
 - 8. Special situations will be dealt with at the discretion of the building principal.
2. A maximum of three days for each day missed will be allowed for a student to receive full credit. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up.
 3. Significant part of a school day – This is the board's definition of the significant part of a school day – 4 hours.
 4. If a student is absent then their parents/guardian will be called by school personnel. If the parents are contacted by school personnel, the student will not be required to bring a note to be admitted to class. If the parents could not be contacted by school personnel, then the student will be required to bring a note from his/her parents/guardian stating the reason for the absence on the day of his/her return to school. If the student fails to bring a note, the principal will attempt to contact the parent/guardian by telephone. If the parent/guardian can not be reached, then the student must bring a note the following day to school or the absence will be counted unexcused.

5. Truancy is defined:
 - a. Any three consecutive unexcused absences.
 - b. Five unexcused absences in a semester.
 - c. Seven unexcused absences in a year.
6. Students who are absent for a significant part of any school day shall be considered absent for the entire day as it applies to this policy. Prior to reporting to S.R.S. (students under the age of 13) or (students over 13) being reported to the county attorney, the parents need to be notified by the principal.
7. An unexcused absence will result in no credit for all graded assignments or tests completed on the day of the absence.
8. Tardies – Tardies should be avoided as they interrupt the class unnecessarily. Each student is expected to be in class when the bell rings. If a student is tardy to school or class more than five times he/she will have to stay after or before school for one hour. Definition of a tardy is the second bell to ten (10) minutes. Otherwise the student will be counted as absent.

Students will be exempt from in-school tardies for the following reasons:

- a. Teacher keeps students after bell.
 - b. If you have to use the rest room, go to your assigned class and report, then go to the rest room.
9. Attendance Policy Intervention Guidelines:
 - a. If a student is absent 5 days during any 9-week period, the parents will be informed by a letter from the building principal.
 - b. Once a student has reached a total of 10 days absence in any nine-week period there will be a conference between the parents, the school counselor, and the principal.
 - c. Exceptions to these guidelines could be made by the principal if there is a valid reason. Examples might include prolonged illness; an accident; or any other unforeseen incident, which might keep the student from attending school.

D. RETENTION AND FAILURE OF STUDENTS:

1. ELEMENTARY SCHOOL:

- a. The Unified School District No. 332 schools accept the theory that each pupil can progress in school in accordance with his/her own special physical and mental growth rate. If each pupil is to be given an equal opportunity to make his/her own best progress, the school must allow some pupils to repeat a year of school. In order to be of most benefit to the pupil, the school needs to identify the grade level in which he/she begins to fall behind the standards of achievement at the earliest possible time. The school must not over-run his/her growth rate to the point that he/she makes no

favorable progress before retention is considered, if the pupil is to be helped to achieve satisfactorily.

- b. Every effort will be made by the teachers and administration to report the achievement rate of each pupil to his/her parents by report cards and by conferences. When it becomes evident that a pupil is not achieving acceptable learning standards, the parents will be notified that retention is being considered. This should be discussed no later than the spring parent/teacher conferences.
- c. The written notices of possible retention will include an invitation to the parents to confer with the principal and the teacher. This conference will help the school to make a more complete evaluation of the pupil but does not mean that retention is required at that particular time. It does mean, however, that unless the pupil makes favorable or unexpected progress for the remainder of the school term, retention will follow.

2. SECONDARY SCHOOL:

- a. The Unified School District No. 332 Board of Education feels that improved communication with parents is desirable, regarding high school students who are doing unsatisfactory work in any subject. In first semester subjects of one-half (1/2) unit, parents shall be notified by letter of the progressive status of any high school student who may fail a course. This letter should be prepared cooperatively by the principal and the teacher and sent at the end of the first nine weeks period (approximately October 29) and again on December 15, if necessary. For unit courses, letters should be sent at the end of the third nine weeks (approximately March 18) and again on April 15 and May 1, if necessary. This item is not construed as a means of passing all high school students. It is an attempt to improve communications, to let the parents know that the teachers are concerned, that the parents should be concerned, and that the school will do every thing within its power to award passing grades if the student is doing everything that he/she can, according to his/her ability.

E. DISCIPLINE:

1. The experienced teacher knows that discipline in the classroom is not the only goal to be achieved. Discipline is an integral part of the teacher's total job and a measure of the effectiveness of the teaching-learning process. Poor discipline results when the interpersonal relations of pupil and teacher tend to restrict or hamper the learning process. Conversely, good discipline results when there is a high level of cooperative activity. This means that the experienced teacher will try to plan the teaching and learning situation to prevent discipline problems from arising.
2. Problems do arise at times even when teaching is well planned. The best approach to such problems is through an attempt to help the pupil in the adjustment process. Here it

must be recognized that self discipline is the ultimate goal rather than that imposed externally. There are times, however, when external pressures must be imposed as a temporary measure to prevent a breakdown in the overall learning situation in the classroom. In applying such disciplinary measures, teachers must be able to proceed with the assurance that they will be supported by the principal and the superintendent. This support will always be given when disciplinary procedures are in accordance with good educational practice.

3. In order to form the basis of mutual understanding between the board and its employees, the following principles are set forth:
 - a. Good discipline is usually positive rather than negative in nature. It consists of keeping pupils interested and busy doing things that are constructive and worthwhile, rather than punishing pupils for doing things that are destructive and anti-social.
 - b. Not all pupils respond to positive discipline, and punishment or curbing of some kind is required.
 - c. Good discipline is always fair, dignified, and in good temper.
 - d. Corporal punishment, when necessary, should be done in the presence of an adult witness. Corporal punishment may not be administered in anger. (See policy on Corporal punishment)
 - e. When conferences with the teacher and principal and joint conferences with parents fail to bring about acceptable classroom behavior, the pupil must be eliminated from school in the interest of the larger group of pupils. In such cases it is desirable that the decision of indefinite suspension be made following a discussion with all parties concerned. These parties will normally include the superintendent, the principal of the school, one or more teachers in whose classroom the pupil is assigned, an officer of the juvenile court and such other consultants as the principal may deem necessary.

F. WEAPONS POLICY:

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

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

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

As used in this policy, the term "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or silencer; (4) 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; (5) any weapon 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; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, 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.

The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

SUSPENSION AND EXPULSION PROCEDURES:

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.

1. REASONS FOR SUSPENSION OR EXPULSION: Students may be suspended or expelled for one or more of the following reasons:
 - a. Willful violation of any published, adopted student conduct regulation;
 - b. Conduct which substantially disrupts, impedes, or interferes with school operation;
 - c. Conduct at school, on school property, or at a school-supervised activity which endangers the safety or substantially impinges on or invades the rights of others;
 - d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

- e. Conduct at school, on school property, or at a school-supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult;
- f. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonable be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others; and
- g. Possession of a weapon at school, on school property or at a school-sponsored event.

2. TYPES OF SUSPENSION AND EXPULSION:

- a. **SHORT TERM SUSPENSION:** 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.

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.

A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

- b. **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 procedure outlined in current Kansas law and:
 - 1. The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
 - 2. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.

3. 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. The hearing shall be not later than ten (10) days after the date of the notice.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
5. Findings required by law shall be prepared by the person or committee conducting the hearing.
6. A record of the hearing shall be available to students and parents or guardians according to Kansas law.
7. 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.

3. RULES WHICH APPLY IN ALL CASES WHEN A STUDENT MAY BE SUSPENDED OR EXPELLED

- a. 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.
- b. 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.
- c. A student who has been suspended or expelled shall be notified of the day the student can return to school.
- d. 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.
- e. 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.
- f. The days a student is suspended or expelled are not subject to the compulsory attendance law.
- g. During the time a student is suspended or expelled from school, the student may not:
 1. Be on school property or in any school building without the permission of the principal.
 2. 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.

4. STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING.

The student shall have the right:

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

5. 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:

- a. Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- b. The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.

The Board may appoint a hearing officer for purposes of hearing the appeal to the Board. That hearing officer is required to prepare a written report to the Board and the Board then determines the matter from the written report of the hearing officer.

- c. 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.

- d. The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- e. The board shall record the hearing.
- f. The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

H. NOTICE TO KANSAS DIVISION OF VEHICLES OF THE DEPARTMENT OF REVENUE:

Whenever a pupil who has attained the age of 13 years has been expelled from school or suspended for an extended term in accordance with the statutory provisions contained in articles 89 or 89a of chapter 72 of Kansas Statutes Annotated, and such expulsion or extended term suspension was imposed upon the pupil for:

- 1. Possession of a weapon at school, upon school property, or at a school supervised activity.
- 2. Possession, use, sale or distribution of an illegal drug or a controlled substance at school, upon school property, or at a school supervised activity.
- 3. Behavior at school, upon school property, or at a school supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

The Principal of the school from which the pupil was expelled or suspended shall give written notice to the Kansas Division of Vehicles of the Department of Revenue of the expulsion or suspension of the pupil. The notice of expulsion or suspension shall be given the Kansas Division of Vehicles within three days, excluding holidays and weekends, after imposition of the expulsion or suspension and shall include the pupil's name, address, date of birth, driver's license number, if available, and the reason or reasons for the expulsion or suspension. Upon receipt of notification of the suspension or expulsion of a pupil from school as provided in this section, the Division of Vehicles shall suspend the pupil's driver's license or privilege to operate a motor vehicle on the streets and highways of Kansas. The duration of the suspension shall be for a period of one year.

I. SAFETY POLICY:

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

2. REPORTING TO ADMINISTRATORS AND STAFF:

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators to notify all other school employees when they have knowledge of the following student behaviors:

- The identity of any student who has been expelled for conduct which endangers the safety of others;
- The identity of any student who has been expelled for commission of felony type offenses;
- The identity of any student who has been expelled for possession of a weapon;
- The identity of 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;
- The identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

3. 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 shall be made available upon request to parents, patrons, students, and employees and others who request the information.

4. STAFF IMMUNITY:

School administrators and school employees are not liable for civil damages for acts or omissions required by the Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security Act.

J. CORPORAL PUNISHMENT: Corporal punishment may be administered to students only in accordance with the conditions hereinafter set forth and only if all such conditions and requirements are met:

1. Except for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience, corporal punishment may never be used unless the student involved was informed beforehand that specific misbehavior could occasion its use.
2. Except as set forth in No. 1 above, corporal punishment shall never be employed as a first line of punishment for misbehavior.
3. If corporal punishment is administered by teacher or principal, it must be administered in the presence of a second school official, that is either a teacher or principal, and such second school official must be informed before the administering of the corporal punishment and in the student's presence of the reason for the punishment.
4. The school official who has administered corporal punishment to a student must provide the child's parent, upon request written explanation of his/her reasons for administering the punishment and the name of the second official who was present.
5. Corporal punishment shall be administered on students for disciplinary reasons only. Building principals or their designated representative must be one of the school officials present when the corporal punishment is administered.
6. No corporal punishment shall be cruel or unusual. Such punishment shall be administered by striking the student on the buttocks with the open hand or a paddle. No such punishment shall be inflicted so as to cause any permanent or disabling injury to the student. No such punishment shall be administered in anger or with malicious intent. In any event the person or persons inflicting corporal punishment must at all time exercise good judgment.
7. The extent of the punishment administered shall correspond with the seriousness of the offense and shall be administered as soon after the commission of the offense as possible. The punishment shall also take into account the general health and physique of the student.
8. So long as corporal punishment is administered in accordance with these rules, each building principal may adopt rules for corporal punishment with specific offenses, which may result in the use of corporal punishment. Any such rules must be approved by the superintendent.

K. SCHOOL CONDUCT RULES: In compliance with Rule 91-15-1 of rules of Kansas State Board of Education:

1. **STATEMENT OF POLICY:** The board of education will, to the full extent of its legal powers, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the educational process or to attempt to close the schools.
2. **BULLYING:** 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.

3. **DISTURBANCES AND DISORDERS:**

- a. Generally, disorder and disruption of the school process will not be tolerated and persons attempting such action must be held accountable. When it becomes necessary to protect pupils and staff and to take steps to insure effective operation of the schools, the board will seek the enforcement of all laws and city ordinances, violations will be referred to the Sheriff's office, City Marshal, prosecutors and courts for proper disposition.
- b. **PEACEFUL DISSENT:** The board recognizes the right of peaceful dissent providing that dissent does not infringe on the rights of others or disrupt the orderly operation of the schools. Further, it encourages open and constructive communication in any area that may lead to improvement in education or betterment of the school system.
- c. **RESPONSIBILITY:** In accordance with the adopted policies of the board of education and administrative guidelines developed by the superintendent of schools, the principals of individual schools will be responsible for decisions and actions governing disturbances and disorders in or about the schools, however the responsibility for notifying such principal of disturbances or disorders or of situations which reasonably could result in disturbances or disorders rests with all school personnel in the event that such principal is not already informed.

4. **PROCEDURES IN THE EVENT OF DISTURBANCES AND DISORDERS:**

- a. The building principal shall ask all persons involved to return to their assigned stations or classrooms immediately. This shall be done in a kind, yet firm and positive way.

- b. If such persons do not respond, and such persons are students, they should be informed that they are subject to suspension or expulsion. If such persons are other than students, they should be informed that their conduct would be reported to the superintendent. The names of such persons should be recorded at this time.
 - c. If no results, suspend student in accordance with the provisions of No. 4. Suspension and Expulsion of students.
 - d. If no results, and any state statute, rule or regulation or any city ordinance is deemed to apply, call any or all law enforcement agencies. When such agencies arrive, the school administration is subordinated to their authority.
 - e. In the event that the school administration deems injunctive relief necessary because such disturbances and disorders are of a continuing nature or repeated prosecutions are inadequate to secure the schools right to domestic tranquillity or the threat of irreparable injury is present, such relief should be sought.
5. SUSPENSION AND EXPULSION OF STUDENTS:
- a. A pupil or student may be suspended or expelled who is guilty of any acts set forth in the general rules for suspension and expulsion of students adopted by this board and published in its policy handbook.
 - b. Suspension or expulsion of students shall be handled in accordance with the rules for suspension and expulsion of students adopted by this board and published in its policy handbook and in accordance with the provisions of KSA 72-8901 to 72-8906.
6. PERSONS OTHER THAN STUDENTS:
- a. GENERAL PUBLIC ON SCHOOL PROPERTY:
 - 1. 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.
 - 2. 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.
 - b. NON-CERTIFICATED EMPLOYEES OF DISTRICT:
 - 1. The principal of the building shall demand that such employee return to assigned duty.
 - 2. Such principal shall report the disturbance or disorder to the superintendent.

3. In the event that disciplinary action is deemed necessary by the administration and such disciplinary action would affect the tenure or employment of such employee under the contract of employment, the procedure set forth above for Suspension and Expulsion of Students shall be followed insofar as it is adaptable to the situation being handled, the legal procedure necessary for due process shall be followed.
4. The principal shall, if deemed necessary, call on the nearest law enforcement agency for assistance and to enforce state statutes or city ordinances applicable.

c. CERTIFICATED EMPLOYEES:

1. The principal of the building shall demand that such employees return to their assigned station or classroom.
2. The principal shall notify the superintendent.
3. The superintendent shall make an investigation of the facts and take such action as he/she sees fit in accordance with the Teachers' Practices Act. Sections 72-8501 to 72-8513 of Kansas Statutes Annotated.
4. The principal or superintendent may, if deemed necessary, call on the nearest law enforcement agency to enforce state statutes or city ordinances applicable.
5. The Board of Education may take such action as it deems fit in accordance with the provisions of KSA 72-5413 to 72-5425, or any agreements made in accordance with the provisions of said sections 72-5413 to 72-5425, and in accordance with the provisions of KSA 72-5410 and 72-5412.
6. In the event it is proposed to discharge a certificated employee for cause, such certificated employee shall be given thirty days written notice, stating the grounds therefor, and shall have the right of hearing before the Board of Education, if certificated employee files a written request for hearing within fifteen days after receipt of written notice. This provision shall not apply to terminations of employment as provided in KSA 72-5411.
7. In the event a hearing is requested as provided above, such certificated employee shall have the following rights:
 - a. To be represented by counsel.
 - b. To present evidence.
 - c. To call and examine witnesses in his/her behalf.

7. LAWS RELATING TO DISTURBANCES AND DISORDER:

a. STATE LAWS:

1. DISORDERLY CONDUCT (KSA 21-4101): Disorderly conduct is, with knowledge or probable cause to believe that such acts will alarm, anger, or disturb others or provoke an assault or other breach of the peace. (Disorderly conduct is a Class "C" misdemeanor)
 - a. Engaging in brawling or fighting.
 - b. Disturbing an assembly, meeting, or procession, not unlawful in its character.
 - c. Using offensive, obscene, or abusive language, or engaging in noisy conduct tending reasonably to arouse alarm, anger, or resentment in others.
2. UNLAWFUL ASSEMBLY (KSA 21-4102): Unlawful assembly is the meeting or coming together of not less than five (5) persons for the purpose of engaging in conduct constituting either disorderly conduct, as defined by Section 21-4101, or a riot, as defined by Section 21-4104, or when in a lawful assembly of not less than five (5) persons, agreeing to engage in such conduct. (Unlawful assembly is a Class "B" misdemeanor.)
3. REMAINING AT AN UNLAWFUL ASSEMBLY (KSA 21-4104): Remaining at an unlawful assembly is willfully failing to depart from the place of an unlawful assembly, after being directed to leave by a law enforcement officer. (Remaining at an unlawful assembly is a Class "A" misdemeanor.)
4. RIOT (KSA 21-4104): Riot is any use of force or violence which produces a breach of the public peace, or any threat to use such force or violence against any person or property if accompanied by power or apparent power or immediate execution, by five (5) or more persons acting together and without authority of law. (Riot is a Class "A" misdemeanor.)
5. INCITEMENT TO RIOT (KSA 21-4105): Incitement to riot is by words or conduct urging others to engage in riot as defined by section 21-4104 under circumstances which produce a clear and present danger of injury to persons or property or a breach of the public peace.
6. Any state statute, other than those set forth above, will be used if applicable to the circumstances.

b. CITY ORDINANCES (CUNNINGHAM):

1. DISTURBANCE OF PEACE (CHAPTER 8, SECTION 301): It shall be unlawful for any person willfully to disturb the peace and quiet of any person, family or neighborhood.
2. DISORDERLY CONDUCT (CHAPTER 8, SECTION 302): It shall be unlawful for any person to engage in any riot or affray or act in a rude, boisterous, riotous or disorderly manner.
3. UNLAWFUL ASSEMBLY (CHAPTER 8, SECTION 303): It shall be unlawful for any person to be one of three (3) or more persons to assemble with the intent to do any unlawful act with force or violence against the person or property of another, or to do any unlawful act against the peace, or being lawfully assembled, to agree with each other to do any unlawful act aforesaid.
4. OFFENSIVE LANGUAGE (CHAPTER 8, SECTION 304): It shall be unlawful for any person to use any profane, vulgar or indecent language in or about any public property or public place so as to be audible and offensive.
5. Any city ordinance, other than those set forth above, will be used if applicable to circumstances.

L. INTERROGATION OF STUDENTS BY POLICE FORCE: All staff members and the board of Unified School District No. 332 will cooperate in every possible manner at all times with the local police department and the Kingman County Sheriff's office. However, the board has the following policy regarding this relationship:

1. INTERROGATION AT HOME: Whenever possible, the interrogation of students enrolled in the Unified School District No. 332 schools should be done at the home of the student and only upon unusual circumstances should it be carried on at school.
2. INTERROGATION AT SCHOOL: If the unusual circumstances do arise whereby the police department or the county sheriff's office deem it highly desirable that the interrogation of a student not be postponed until it can be conducted at home, the following steps are to be observed:
 - a. Upon arrival at the school building, the police officers or sheriff or his deputy, are to contact the principal of the building or his/her secretary in his/her absence, and give the names of the student or students they desire to interrogate. Immediately the principal, or his/her secretary, is to attempt to get in touch by telephone with the parents of the students and suggest that they come to the school building immediately to be present for the interrogation.

- b. If it is impossible for the parents to be present at the interrogation and inasmuch as the school has certain responsibilities by school law during the day to the students under its supervision, the principal of the building or his/her representative is to be present to observe in a cooperative manner the interrogation of the students by the police officers. All interrogation officers for insurance claims must be accompanied by the parents or guardian.

M. CLASS SCHEDULE: (6/10/96)

1. CLASS LOAD: Each high school pupil must enroll in a minimum of seven subjects.
2. STUDY HALLS: High School Class Schedules will be Study Hall Free.
 - a. A student may be assigned a study period with Building Principal Approval.
3. COLLEGE CLASSES: 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, or vocational educational school.
4. CONCURRENT ENROLLMENT: A student enrolled in grades 11 or 12, or a gifted student 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. (8/14/06)

N. PUPIL WORK PERMIT: Pupils will not be dismissed from school for regular employment with one exception. Pupils who live in a home that has unusual financial problems may be excused. A conference among the parents, employer, pupil, and principal must precede such employment.

O. PERSONAL APPEARANCE GUIDELINES: Public opinion of a school is influenced by the conduct of the students and the employees. Personal appearance of the students and employees is also essential for good public acceptance. The board has adopted guidelines in regard to appearance of its students and employees:

1. Good grooming and appropriate dress is essential to an optimum educational atmosphere.
2. What constitutes good grooming and appropriate dress in the classroom is to be interpreted by the building principal.
3. What constitutes good grooming and appropriate dress in the extra curricular activities of the schools is to be interpreted by the building principal.

- P. VEHICLES: Pupils will not be permitted to drive cars, motorcycles, scooters, or similar conveyances during the hours that school is in session (including the lunch period).
- Q. LEAVING THE SCHOOL BUILDING: High school pupils will not be permitted 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.
- R. HOLDING OFFICE: A pupil may hold only one major office at a time. The presidency of each club and organization in the school is considered a major office.
- S. PEP CLUB/CHEERLEADERS/YELL LEADERS: Six cheerleaders and two yell leaders will be authorized for Cunningham High School.
- T. BAND UNIFORMS: Uniforms for the school band will be provided and maintained by the school. Alterations on band uniforms must be approved by the authority of the principal and/or band instructor.
- U. DANCES AND PARTIES:
1. The high school shall schedule only one homecoming. Homecoming may be scheduled either in the fall or winter by the principal. Alumni are welcome to the one homecoming. The student body is permitted to raise money and to hire a live band for its one homecoming. Other school-sponsored dances are open only to students or students and their dates, the music to be furnished by the students using records or a paid disc jockey.
 2. Dances involving the majority of the students (all school parties) are to be planned through and approved by the principal.
 3. Once a student leaves a school sponsored party or dance, he/she may not return to the dance or party. Any student or escort or escortee who has been drinking shall not attend a school function. Students are not to smoke at a school function.
- V. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: Under this act the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded under this act:
1. Parents are entitled to have access to their children's school records upon request. Requests should be directed to the custodian of the school records in question. Access must be granted within (45) days after receipt of the request by said custodian.
 2. Parents are entitled to a hearing to challenge the content of their children's school records. The records may be challenged on the following grounds:

- a. Time records are inaccurate.
 - b. The records are misleading.
 - c. The records are in violation of the privacy or other rights of the student.
 - d. The records contain inappropriate data.
3. Before any school records will be released to third parties who have requested copies of student's school records, parents must give their written consent to said release. This written consent must be presented to the custodian of said records before he/she will release them.
 4. Before any school records will be transferred to any other educational institution, parents will be notified of the proposed transfer. Parents will also be provided with an opportunity for a hearing to challenge the contents of the school records before they are transferred. Parents will be provided a copy of the record if they so desire.
 5. Upon receipt of a subpoena or judicial order by the custodian of said records, requiring said custodian to relinquish control of a student's records, parents will be notified of the subpoena/judicial order before the custodian relinquishes control of said records.
 6. The custodian of said records will maintain a record of those persons, agencies or organizations that have had access to said records. This record will indicate the legitimate educational or other interest that each such person; agency or organization had in seeking the student's records. This record will be available only to the parents of said student and the custodian of the records. In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district personnel.
 7. When a child becomes eighteen years of age, all rights formerly accorded to parents of said student become the sole rights of the student, and parents will no longer have right of access to said student's records.
- W. SEX DISCRIMINATION: Unified School District No. 332 does not discriminate on the basis of sex. The district is required to comply with the provisions of Title IX as set forth in Title IX of the educational amendments of 1972 and the Family rights and Privacy Act of 1974. Unified School District No. 332 proposes to follow the Health, Education and Welfare regulations concerning the implementation of:
1. Applicants for admission.
 2. Applicants for employment.

3. Students and parents of elementary and secondary students.
4. Employees.
5. Sources of referral of applicants for admission and employment.
6. All unions and professional organizations.

Any inquiries should be made to the Superintendent of Schools, PO Box 67, Cunningham, Kansas 67035, who was designated by the Board of Education of Unified School District No. 332 at a meeting held October 14, 1975, to administer the provisions of Title IX.

X. AWARDS: The following list of awards is approved by the board of education to be presented to students. Any additions to this list must be approved by the Board of Education.

HIGH SCHOOL:

1. YEARBOOK: A certificate and pin to be given for working on the yearbook. Teacher recommendation is required.
2. FOREIGN LANGUAGE: Students are recognized who have completed four years of foreign language and/or who have placed in some kind of foreign language competition.
3. MUSIC: The music teacher gives out music letters and recognizes individuals who have performed throughout the year in different contests.
4. JOHN PHILIP SOUSA AWARD AND THE EQUIVALENT CHOIR AWARD (CRITERIA FOLLOWS): **(3/13/95)**
 - a. The student must participate in band or choir for four years.
 - b. The student must be a senior.
 - c. The student must not have received a final grade for the year of less than "A" during their four years of band or choir.
 - d. In order to qualify for either of the awards, the student must have participated in a small ensemble or solo at least three of the four years. Ratings of these ensembles or solos at a contest could be used to break ties.
 - e. A student would be eligible for both awards if no other student qualifies for the awards.
 - f. A student must have an overall grade point average of 2.5 or higher in all subjects in order to qualify for either award.

- g. A student must have been a section leader or first chair for his/her section in the band. A student must have been a section leader in choir and/or Main Street Singers.
 - h. After the standards have been met, participation in any musical functions other than those required of school, ex. Honor Bands, Band Camps, Masonic Band, Lions Band, 4H Day Solos/Ensembles. For Choir: Honor Choirs, Choir Camps, Show Choir Camps, Community Choirs, 4H Days Solos/Ensembles, should be taken into consideration.
 - i. The selection of these awards will be made by the music teacher or teachers, the guidance counselor, and the high school principal. The selection will be based on the student's application and a point system.
 - j. If by chance that all student applicants do not meet the minimum standards for either award, the award will not be issued for that year.
5. KANSAS ALL STATE MASONIC BAND: Usually a certificate is presented by the Masonic Lodge for participation and playing in their band.
 6. ZENDA FEDERATED MUSIC CLUB: This award goes to a Unified School District No. 332 Music Student in grade 6-12.
 7. ACADEMIC BOWL: The academic bowl sponsor recognizes students who have completed in academic bowl during the year.
 8. SPEECH AND DRAMA: This is to recognize students who have been out for speech or drama and certificates for students who have placed in contests.
 9. ACADEMIC OLYMPICS: The awards recognize the students who have placed in the Pratt Academic Olympics.
 10. SCIENCE AND MATH AWARD: The following guidelines will be used:
 - a. Number of courses taken in Math and Science.
 - b. Grades in courses taken in Math and Science.
 - c. ACT scores in Math and Science.

The Science and Math Instructors along with the Guidance Counselor will select the recipient of this award following the guidelines listed above.
 11. ATTENDANCE: Students must meet certain requirements set down by the administration to receive this award.

12. HONOR ROLL: Students must meet a certain Grade Point Average for the nine weeks or semester: 3.00 - 3.50 for Honorable Mention and 3.50 - 4.00 for Honor Roll. This award is given by the Principal.
13. CITIZENSHIP: (Boy and Girl) The award is sponsored by the Kansas State High School Activities Association.
14. KANSAS SCHOLAR/BOARD OF REGENTS CURRICULUM AWARD: The Kansas Board of Regents sponsors these awards.
15. PRESIDENTIAL FITNESS AWARD: This certificate is sponsored by the President of the United States.
16. ATHLETIC LETTERS: Letters, emblems, bars, and senior plaques will be presented as per requirements listed in the school athletic handbooks. These handbooks will be reviewed by the Board of Education each year and changes will be approved.
17. OTHER ATHLETIC AWARDS: Honors or awards received by students representing their school in games or contests sponsored by the school.
18. PEP CLUB/CHEERLEADER AWARDS: The Cheerleader/Pep Club Sponsor recognizes students who have participated during the year.
19. HONOR CORDS: Seniors with an overall Grade Point Average of 3.50 or higher will be distinguished at their graduation by wearing Honor Cords.
20. SALUTATORIAN: Salutatorian is the student who has the second highest overall high school Grade Point Average and meets the following requirements:
 - a. Presented to a Senior.
 - b. Must attend Cunningham High School entire senior year.
 - c. Completed the Kansas Board of Regents Kansas Scholars Curriculum. If no student meets this requirement then the second highest overall high school Grade Point Average. (Effective with the graduating class of 2007.)
21. VALEDICTORIAN: Valedictorian is the student who has the highest overall high school Grade Point Average and meets the following requirements:
 - a. Presented to a senior.
 - b. Must attend Cunningham High School entire senior year.

- c. Completed the Kansas Board of Regents Kansas Scholars Curriculum. If no student meets this requirement then the highest overall high school Grade Point Average. (Effective with the graduating class of 2007.)
22. SCHOLARSHIPS: Certificate recognition to seniors receiving various scholarships.
23. AMERICAN CITIZENSHIP AWARD: Two awards. The winners of the KSHSAA Citizenship Award are not eligible to win this award.
24. DALE DENNIS CITIZENSHIP AWARD: Senior class member. The winners of the KSHSAA Citizenship Award are not eligible to win this award.
25. OTHER: The following list of awards is approved:
 - a. SQE Essay Contest.
 - b. Special Olympics Awards
 - c. Kansas Lieutenant Governor's Community Stars Program Award.
 - d. High School Rodeo Awards.

GRADE SCHOOL: Listed awards are not required for all grade schools in the district.

1. SPELLING Spelling Bee awards. Good spelling grades.
2. ATTENDANCE: Students must meet certain requirements set down by the administration to receive this award.
3. HONOR ROLL: Students must meet a certain Grade Point Average for the nine weeks or semester: 3.00 - 3.50 for Honorable Mention and 3.50 - 4.00 for Honor Roll. This award is given by the Principal.
4. MUSIC: The music teacher gives out music certificates and recognizes individuals who have performed throughout the year in different contests.
5. PRESIDENTIAL FITNESS AWARD: This certificate is sponsored by the President of the United States.
6. ATHLETIC LETTERS: Letters, emblems, and bars will be presented as per requirements listed in the school athletic handbooks. These handbooks will be reviewed by the Board of Education each year and changes will be approved.
7. OTHER ATHLETIC AWARDS: Honors or awards received by students representing their school in games or contests sponsored by the school.

8. PEP CLUB/CHEERLEADER AWARDS: The Cheerleader/pep club sponsor recognizes students who have participated during the year.
9. CITIZENSHIP: (Boy and Girl) The award is sponsored by the Kansas State High School Activities Association.
10. AMERICAN CITIZENSHIP AWARD: Two awards per grade school. The winners of the KSHSAA Citizenship Award are not eligible to win this award.
11. ZENDA FEDERATED MUSIC CLUB: This award goes to a Unified School District No. 332 Music Student in grade 6-12.
12. OTHER: The following list of awards is approved:
 - a. Book-It: (Pizza Hut Reading Program)
 - b. Play day ribbons.
 - c. Special Education Para-Professional Poster Awards.
 - d. Soil Conservation Awards.
 - e. Penmanship Awards.
 - f. American Academy of Poetry Awards.
 - g. Thinking Cap Quiz Bowl Awards.
 - h. Farm Bureau Safety Awards.
 - i. Math Contest Awards.
 - j. Dental Poster Awards.
 - k. American Heart Association Jump Rope for Heart Awards.
 - l. St. Jude Mathathon.
 - m. KMEA District Honor Band/Choir Awards.
 - n. Junior High Writer Awards.
 - o. Library Awards.

- p. Language Arts Olympiad Awards.
- q. National Music Week Poster Awards.
- r. SQE Essay Contest.
- s. Special Olympics Awards.

Y. SEXUAL HARASSMENT: See SECTION XII – Sub-Section DD.

Z. ATHLETICS/ACTIVITIES PRE-SEASON MEETINGS: Each Coach of Sponsor of all Extra-Curricular Athletics or Activities will hold a pre-season meeting to discuss expectations for the activity. Subjects to be discussed will include: Practice times, lettering, training rules, school and coach expectations, how starters will be selected, new rule changes, process to follow with concerns, and other subjects not mentioned here can be included. Participants and their parents will be invited to attend the meeting. The Building Administrator and/or Athletic Director will attend this meeting.

AA. GRADE SCHOOL VOCAL MUSIC: Vocal Music will be an elective class for students in grades six, seven, and eight. Students electing not to take vocal music will enroll in a music appreciation class.

AB. MILITARY RECRUITERS: The Principal and counselor of all buildings will provide access to students and student recruiting information to Military Recruiters as required by law.

AC. FOOTBALL PROTECTIVE EQUIPMENT USAGE POLICY: USD 332 schools or employees are not permitted to lend, loan, or lease football helmets or shoulder pads, or other protective equipment for use by individuals at contact football camps, clinics, or any football team or activity sponsored by non-school organizations, clubs or agencies. Exception: The Board of Education may approve exceptions to this rule for All-star games, provided the sponsoring agency fulfills all requirements as established by the Kansas State High School Activities Association. **(January 14, 2008)**

**ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS
UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 332. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your 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 or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 332 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 332 policies for complying with FERPA. A copy may be obtained from: Unified School District No. 332 Board of Education Office, 117 N. Main St., Cunningham, KS 67035.

Directory Information: For purposes of FERPA, Unified School District No. 332 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 332 at (name of office and address) on or before the first date school is in session. If a refusal is not filed, Unified School District No. 332 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

[NOTE: This recommended form must be retyped and customized to meet district needs. In order to facilitate the disclosure of directory information, the public notice to parents or eligible students in attendance should:

- (1) list the types of personally identifiable information the school has designated as directory information;
- (2) note the parent's or eligible student's right to refuse to allow the school to disclose any or all of the information designated as directory information; and,
- (3) determine the period of time in which the parent or eligible student must notify the school, in writing, that he/she does not want any or all of the information designated as directory information.

The school may disclose directory information about a former student without meeting any of these conditions.]

[NOTE: Federal law requires that military recruiters be provided with access to names, addresses and telephone numbers of students, whether or not the information is designated as directory information under FERPA. Even if you do not designate any information as directory information, you must give parents notice of the military recruiter's rights and of their right, as a parent, to prevent the release of this information. This law, which was included as part of the No Child Left Behind Act, also requires that military recruiters be given the same access to students at school as postsecondary institutions or prospective employers.]

Adopted: October 12, 2009

SCHOOL DAY ORGANIZATIONAL POLICY (Adopted: July 13, 2009)

At the beginning of each school day the students and staff will be lead in the Pledge of Allegiance to be followed by a distinctive moment of silence to allow for personal reflection. Students or staff that cannot participate in the pledge due to religious beliefs will be permitted to stand in the hall respectfully during the pledge and moment of silence.

SECTION XVII -- AUXILIARY SERVICES

A. SCHOOL LUNCH/BREAKFAST PROGRAM:

1. The Board of Education shall maintain and operate school lunch/breakfast programs under the laws and regulations as prescribed by the State of Kansas and the State Department of Education. The program shall be self supporting as near as possible, except for utilities which will be paid by the district.
2. Any pupil regardless of where he/she lives and whether or not both parents are employed, is privileged to eat in the cafeteria.
3. All pupils carrying a sack lunch shall eat in the cafeteria.
4. In order to comply with State Department of Education regulations students are required to take only three of the five items served. (K-12) This includes milk. With the offer vs. serve concept a student should be required to eat everything on his/her plate before returning for seconds. This regulation eliminates the necessity for a doctor's permit when a student is allergic to a particular food.
5. School lunch/breakfast regulations require that the program can in no way subsidize adult meals. There is no federal or state reimbursement for adult meals, only student meals. The board of Unified School District No. 332, has established the prices listed to be charged for meals during the current school year. The charge for school lunch/breakfast will be set each year by the Board of Education at the July meeting.
6. REDUCED PRICE AND FREE MEALS AND MILK POLICY:
 - a. The Unified School District No. 332 Board of Education will provide school feeding services for the children enrolled in the attendance centers named on agreements completed with the State Department of Education, School Food Services Section.
 - b. The board will, upon recommendation and through normal channels, add to the policies at appropriate times and will re-evaluate policies and meal prices at the beginning of each school year or when necessary.
 - c. The social welfare and school survey criteria formula will be used in determining the economic need for reduced price or free meals and milk.
 - d. The school board designates the principal of each attendance center as the person delegated the responsibility of determining reduced price or free meals and milk under the guides which have been approved by the board.
 - e. The application for reduced price or free meals and milk shall be made in the private office of the person designated to make the determination, in order to avoid any overt

identification of the children. The privacy of the individual will be respected, whether this is the child in the lunchroom or the adult who is making the application or the financial arrangement. Applications for reduced price or free meals and milk may be filed at anytime during the school year.

- f. Designated officials shall determine eligibility for reduced price or free meals and milk and shall notify parents or guardians of decision as to acceptance or denial of application. If application is accepted, children are eligible for reduced price or free meals and milk immediately. If application is denied, the parent or guardian may appeal the decision.
- g. Children eligible for reduced price or free meals and milk use the same facilities at the time and eat the same food as students paying for their meals. All students will pay for their meals in the office or make arrangements through the office where no one else will know whether they are on reduced price or free meals and milk or whether they are paying for their meals.

B. SCHOOL BUS TRANSPORTATION:

- 1. PUPILS ENTITLED TO TRANSPORTATION: The board will operate a fleet of properly insured buses to transport pupils to and from school. The following guidelines will be followed:
 - a. The buses will pick up and deliver to their homes and/or school, all pupils living two and one-half miles or more from school.
 - b. The buses will pick up pupils living less than two and one-half miles from school and outside the city limits, if they meet the bus on its regular route and if space is available. (City limits refers to Zenda for students attending Zenda Grade School and Cunningham refers to students attending Cunningham Grade School and Cunningham High School).

Students will be picked up at their home and dropped off at their home. Students will not be picked up or dropped off at Grandparents, baby-sitter, etc.

Exceptions to this policy will be made by administration in cases where student safety is involved and in cases where the bus does not leave the regular route and is not a hardship to the driver or other students riding the bus.

- c. Permissive busing for students attending private schools will not be provided, EXCEPT that busing will be provided to those students attending St. Leo School and who live within a four (4) mile radius of St. Leo School.
- d. LATE ROUTES: Unified School District No. 332 will provide activity routes for students in grades nine through twelve. The plan will employ a concept somewhere

between "school-to-home drop off" and "pick up points" depending upon the number of students using the service and the location of the students' homes. The school administration will develop the activity route/routes prior to the start of school and will make adjustments and administer them as needed under the following guidelines.

1. Activity routes will not operate on game days (practice only).
 2. Parents must make written request one week prior to student use.
 3. Student use must be on a regular basis.
 4. Student must live outside the city limits of Cunningham.
 5. During basketball season routes will operate at two times (after the early practice and after the late practice).
 6. During basketball season the district will provide supervision for students participating in the late practice during the early practice. Participation in this plan will be on a voluntary basis. Attendance records will be available upon request by a parent.
 7. A time schedule will be established for all practices and the activity routes will operate on that time schedule. Advance notice will be given of any changes in the schedule. Practice time limitations will be set. Coaches will be given opportunity for input in the setting of practice time limitations.
 8. Activity routes will operate during "buffer weeks" etc. for other activities such as play practice, music productions and similar activities. The school will make every effort to schedule as many internal activities as possible during the school day. The classroom mission must have priority consideration.
- e. Transportation will be provided to district pre-school students who participate in district provided pre-school special education programs, with the following guidelines:
1. Space is available on a regular established special education route.
 2. Student will meet the bus on its regular route.
 3. A fee will be charged to defray expense of transportation. This fee will be established for each individual case based upon the costs involved and reviewed annually.

2. **ACTIVITY TRIPS:** Whenever possible, without jeopardizing the primary purpose of transporting pupils to and from school, buses may be used on activity trips approved by the superintendent.
3. **BUS MAINTENANCE:** All buses shall be fueled, serviced, and maintained at the assigned vendor, except when out-of-town trips require purchases. On such trips the driver will be issued a credit card by the school. The driver using such a card shall sign tickets indicating the unit used and return the credit card and copies of tickets to the school office upon his/her return to the school.

C. STORMY WEATHER:

1. There are times during the winter months when schools may be closed or forced to dismiss early in the school day because of inclement weather or other adverse conditions. This is a decision which will be made by the superintendent after careful consultation with principals, bus drivers, and other sources of information.
2. The superintendent is authorized to allow early dismissals in case of excessive conditions of heat.

3. PROCEDURES TO FOLLOW:

- a. Superintendent shall notify all building principals after a decision is reached whether no school or for early dismissal during a school day is made.
 - b. Principals and secretaries shall notify as many teachers, custodians, bus drivers and cooks as possible under their jurisdiction by telephone.
4. The following Radio Stations will be used to notify parents and students as to any decision for early dismissal or no school.

RADIO: KDGB -- 93.1 Pratt/Hutchinson FM
KFDI -- 101.3 Wichita FM
KFDI -- 1070 Wichita AM

INTERNET: www.usd332.org

TELEVISION: KSNW TV – Channel 3, Wichita
KAKE TV – Channel 10, Wichita
KWCH TV – Channel 12, Wichita-Hutchinson.

5. School days missed because of the closing of school will be made up according to State Board of Education regulations.

D. SOUTH CENTRAL KANSAS SPECIAL EDUCATION COOPERATIVE:

1. The administration and use of all tests approved by the State Department of Education, Special Education Division, and the use, care and destruction of the results of said tests, shall be administered by the properly certified personnel whose responsibility is delegated by the Board of Education of Unified School District No. 332.
2. Parent or guardian permission should be secured before a student is referred for evaluation. Parent or guardian permission must be secured before the evaluation occurs.
3. An individual psychological examination approved by the State Department of Education, Special Education Division, must be completed by a certified psychologist approved by the State Department of Education, Special Education Division, before admission to a special education classroom is considered.
4. The responsibility for recommending the placement of a student in a program designed for the mentally retarded rests with the Admissions Committee. Each Admissions Committee must include (1) special classroom teacher, (2) psychological examiner, and (3) building principal. Other educational personnel may be included as necessary. Each Admissions Committee should carefully study each child's case to make sure special class placement will meet his/her needs.
5. Students will be recommended for placement in special classes or programs according to their primary disability as determined on an individual psychological evaluation as approved by the State Department of Education, Special Education Division.
6. No student will be placed in a program for the retarded unless he/she is clearly retarded as defined by the State Department of Education, Special Education Division.
7. Parent or guardian permission must be secured before a child is placed in a class or program designed for the mentally retarded.
8. Testing results will be released to those individuals and agencies to whom the parents or guardians have granted their written permission to receive said information. Testing results should be made available to all educational personnel who have a direct responsibility for the instructional program of the child.
9. TEST OUT POLICY FOR GIFTED PROGRAM: As mandated under the Kansas State Plan for Special Education of the Gifted Programs, children who have been admitted to the Gifted Program "shall be permitted to test out of, or work at an individual rate, and receive credit for required or prerequisite courses, or both, at all grade levels, if so specified in that child's individual educational program."

The following guidelines are deemed as necessary procedures to be followed if a student wishes to test out of a particular subject area or grade level:

- a. Score at or above 93% or the level deemed to be an "A" by the individual teacher on a teacher prepared or teacher approved comprehensive standardized test for that class, subject, or grade.
- b. In addition to the written test, the student may be required to demonstrate laboratory skills appropriate for that class.
- c. The student will be provided one opportunity, and only one, to test out of a grade or subject, unless the special re-test or rescheduling conditions are met.
- d. The high school student will be allowed to test out of no more than two (2) credits per year. These may be required and/or elective credits. The elementary student will be allowed to test out of no more than one (1) grade level per year.
- e. Prior to attempting elementary test out for advanced grade placement, recommendations may come from the school psychologist, counselor (if applicable), classroom teacher, building principal, and parents, as to the social maturity and readiness for the next level of course work or grade level.
- f. The student is required to request test out at pre-enrollment time in the spring of the year.
- g. By the end of May, the student will be informed as to the type of tests the student must prepare for and any other requirements that must be met.
- h. The test shall be administered by the teacher of the subject area during the first full week of school.
- i. The determination will be made as to the results of the test out by the second full week of school.
- j. The placement of the student will also be dependent upon the class size of the subject area into which the student would be advanced.
- k. The grounds for permitting a re-test shall be: Illness during the test.
- l. The grounds for permitting a re-scheduling of testing: It is the student's responsibility to notify the school if one of the following occurs, thus making it too stressful for the student to perform adequately.
 1. Prior illness.
 2. Family emergencies.
 3. Family death or funerals.
- m. Students must attend high school for a minimum of four (4) years.

E. SCK -SEC PERSONNEL (ESTABLISHED POLICIES):

1. All SCK-SEC personnel shall be governed by the policies and guidances established by the Board of Directors of the South Central Kansas Special Education Cooperative.
2. SCK-SEC personnel shall become familiar with the policies and regulations of the district or districts in which they are working. It shall be their responsibility to work within the framework of these policies and regulations. It is the duty of SCK-SEC personnel to assist schools, not to disrupt them by ignoring established and proven methods of operation.
3. SCK-SEC personnel shall bring to the attention of the director, and he/she in turn to the district superintendent, any policies which appear to be detrimental to his/her position.

E. TITLE I PROGRAM

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 program; 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.

1. 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. **(Approved March 8, 2004)**

SECTION XVIII -- FINANCIAL AND BUSINESS MANAGEMENT

- A. PURCHASING: All requests for supplies and equipment shall be requisitioned on a requisition form (supplied by the central office), regardless of the amount of the purchase. Items ordered on approval will follow the same procedure as any other order.
1. A separate requisition form is to be used by each employee. Do not combine into a single requisition the requests from more than one employee, even though several individuals may want the same article from the same source.
 2. Each staff member is to submit a separate requisition form for each source of supply. The requisition form should include complete information requested. (Complete address of source, return address, item with number and quantity, and the estimated cost of the item.)
 3. Requisition forms are to be filled out and given to the principal for his approval. The principal keeps the back copy and forwards the remaining pages to the Central Office. The principal serves in an advisory capacity on requisitions to the superintendent who may ask for additional clarification above that contained on the requisition.
 4. As executive officer and purchasing agent for the Board of Education, the superintendent is charged with the responsibility of approving, refusing to grant, or adjusting all requisitions by staff members. When a requisition is approved a purchase order will be issued. When the purchase order is processed, one copy will be sent to the vendor, one copy will be retained by the Central Office and two copies will be returned to the Building Principal along with a copy of the requisition. The Principal will give one copy to the employee making the request and retain one copy. When the material ordered is received by the staff member, he/she will check the material against the packing slip, note the condition of the material and give the packing slip to the principal. The principal will initial his/her copy of the purchase order and forward it along with the packing slip to the Central Office for payment.
 5. If funds are not available, or if for some reason it does not seem advisable to grant the request at the time the requisition is made, the individual making the request will be so informed.
 6. Phone orders are never allowed without prior approval from the superintendent. August 14, 1995.
- B. COMPETITIVE BIDDING:
1. BIDS AND QUOTATIONS REQUIREMENTS:
 - a. All purchases requiring competitive bids shall be made in accordance with current statutes.

- b. The purchasing agent shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.
- c. Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.
- d. A copy of this policy shall be given to all bidders upon request.
- e. 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.

2. BID SPECIFICATIONS:

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

3. PROCEDURE:

- a. 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.
- b. 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.

4. RESPONSIBLE BIDDER:

- a. 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.

- b. 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.

5. WITHDRAWAL OF BIDS:

- a. 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.

6. BIDS AND QUOTATIONS REQUIREMENTS: Any bid received after the publicized date and time shall not be considered by the board.

- a. 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.

7. MULTI-STATE PURCHASING POOLS: The board may participate in multi-state purchasing pools.

C. RECORDS: It is Kansas law (KSA 72-5369), that certain fiscal records be kept on file for stated minimum periods of time. The following listing of most school records, by type, must be kept on file. All district office records shall be kept for at least the minimum length of time required by law:

1. FISCAL RECORDS AND DOCUMENTS:

- a. Claims (with purchase orders attached) presented and allowed - 15 years.
- b. Warrants or warrant checks, whether originals or duplicates, that have been stamped or marked paid - 7 years.
- c. Duplicates of receipts or stubs of receipts issued - 7 years.
- d. Bookkeeping or accounting records (including audits) - 15 years.
- e. Surety bonds of officials, officers, or employees - 15 years, the period to begin at the termination of the term of employment.
- f. Insurance policies - 5 years, the period beginning at the expiration of the policy unless a rate case is pending.
- g. Canceled checks - 7 years.

- h. Bonds and coupons stamped paid or canceled and returned by the State Fiscal Agent - 7 years, the period beginning at the date of maturity of the bond or coupon.
2. PERSONNEL RECORDS:
- a. Teacher records, including tenure, retirement status, salary and withholding records, certificate and college preparation, accumulated sick leave and contracts.
 - b. Other employees, including tenure, salary and withholdings, retirement status.
 - c. Pupil records, including cumulative records, scholastic and activity credits, and attendance.
3. LEGAL DOCUMENTS:
- a. Titles to buses, automobiles, etc.
 - b. Deeds of school properties.
 - c. Contracts.
 - d. Performance bonds, if any.
4. OTHER RECORDS:
- a. Minute books - all past years.
 - b. Copies of secretaries or clerks reports.
 - c. Principals annual school organization reports.
 - d. School district annual reports.
 - e. Records of any outstanding obligations.
 - f. Application for federal funds.
 - g. Copies of claims for county and state funds.
 - h. Claims for miscellaneous funds as tuition, transportation.
 - i. Inventories of school properties.
5. MISCELLANEOUS: Many documents, papers, pictures, etc., other than those listed here have a value for various purposes, including historical. therefore, considerable discretion will be needed in selecting those to be preserved.

6. **ACTIVITY FUND RECORDS:**
 - a. Records of activity funds are to be maintained by the school principal, or an official designated by him/her. They belong to the school district and are subject to the general supervision and control of the board.
 - b. An official audit is required of all activity books. A record of activity funds, results of audits, periodic cash balances and records of depository banks will be required by the district office.
 7. **LUNCHROOM RECORDS:** To be kept for a period of five (5) years. Some of these records will be kept by the lunchroom supervisor, to be transferred to the district office.
 8. **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.
- D. **ACCESS TO RECORDS:** The public records of this district and the procedures to be followed for their inspection or copying beginning January 1, 1984, are as follows:
1. **PUBLIC RECORDS:** All public records are defined in KSA 45-217 (f), shall be open to the public for their inspection or copying.
 2. **BUSINESS DAY:** Business day means Monday through Friday, from 8:00 AM to 5:00 PM, except for the following holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, the day before Christmas, the day after Christmas, New Years Day, Good Friday, Memorial Day, and the Fourth of July.
 3. **LOCATION:** Central Office, PO Box 67, Cunningham, Kansas 67035.
 4. **OFFICIAL CUSTODIAN OF PUBLIC RECORDS:** Board Clerk Unified School District No. 332, PO Box 67, Cunningham, Kansas 67035. All requests for inspection and copying of public records must be submitted to the official custodian, or other employee(s) for his or her response.
 5. **CUSTODIAN OF PUBLIC RECORDS:** Employee(s) who may be appointed in addition to the official custodian, if an employee(s) is so appointed by the board, especially in any other school building; Building principals, superintendent, and superintendent's secretary.
 6. **CHARGES OR FEES FOR COPIES OF PUBLIC RECORDS:** Fees shall be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them. Fees for providing access to computer records shall include the cost of computer services, including staff time required.

7. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.
8. Each request for access to public records shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.
9. If access to the public record is not granted immediately, the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.
10. If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of law under which access is denied. Said written statement shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.
11. When the official custodian furnishes copies of public records, charges for the service shall be collected in advance. The request for copies of public records shall be in writing, and the requester shall be required only to furnish his or her name and address, proof of identity if necessary, and the information needed to ascertain the records desired.
12. Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian. For those records located in buildings which do not have copying equipment, copies will be made at other facilities. In such cases, a fee will be charged for services rendered in supervision the copying of the records, based on the cost of the supervisor's time to the school district.
13. Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian. For those records located in buildings which do not have copying equipment, copies will be made at other facilities. In such cases, a fee will be charged for services rendered in supervision the copying of the records, based on the cost of the supervisor's time to the school district.

SECTION XIX -- OTHER

- A. **ADMISSION CHARGES FOR ATHLETIC EVENTS:** The high school athletic program will be self supporting as far as possible, except for transportation. Therefore, the principal and the superintendent will be responsible for setting the admission charges for athletic events.

- B. **VENDING MACHINES:** No vending machines of any kind may be installed in any of the school buildings of Unified School District No. 332 school system with the exception of sanitary napkin dispensers in girls' restrooms, and a pop and snack dispenser may be installed at Cunningham High School to be used at the discretion of the administration. **(8/8/84)**

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SECTION XX -- COMMUNICABLE DISEASES

POLICY AND REGULATIONS FOR EMPLOYEES:

A. EMPLOYEES:

1. **POLICY:** Whenever an employee has been diagnosed by a physician as having a communicable disease, such employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint Board of Health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district or school employees and to students.

The employee shall be allowed to return to his/her duties upon termination of the illness, as authorized by the employee's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is no longer contagious with a communicable disease.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Center for Disease Control.

2. **REGULATIONS:** In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified as such by the employee, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to his/her duties.

Decisions regarding the type of employment setting for an employee with a communicable disease of long duration shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employee's physician, public health personnel, superintendent and personnel associated with the proposed employment setting.

In each case involving an employee with a communicable disease, the board shall reserve the right to make a final decision regarding placement of the employee after taking into account the recommendations of the health assessment team, risks and benefits to both the infected employee and to the others in the proposed employment setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee's permission in accordance with state and federal statutes, or as required by state or federal statutes.

Before releasing any information regarding employees with communicable diseases, the board shall meet in executive session in order to preserve employee confidentiality.

B. STUDENTS:

1. **POLICY:** Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be re-admitted to regular classes when no longer contagious with the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating that the student is no longer contagious with a communicable disease.
2. **REGULATIONS:** In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease of long duration shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

In each case involving a student with a communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

No information regarding students with communicable diseases shall be released by district personnel without the student's, parents' or guardians' permission or in order to comply with state or federal statutes.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Center for Disease Control.

It must be emphasized that with the exception of blood, which is normally sterile, the body fluids that people may come in contact with usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission

of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

C. **GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS:** Recent concern about how children with AIDS should be educated has raised several questions regarding exposure of teachers and children to potentially infectious body fluids from children with communicable diseases in the school setting:

1. Does contact with body fluids present a risk of infection?
2. What should be done to avoid contact with potentially infected body fluids?
3. What should be done if direct contact with body fluids is made?
4. How should spilled fluids be removed from the environment?

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

1. **DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?** The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (i.e., nasal discharge) and saliva. Contact with the body fluids presents a risk of infection with a variety of germs. In general, however, the risk is low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.
2. **WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS?** When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are to be used when direct hand contact with body fluids is anticipated (e.g. treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If contact is made with body fluids, hands should be washed immediately. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily. Wash hands after disposing the plastic bag.
3. **WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS?** In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a running nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Wear gloves when

handling clothing and other non disposable items that are soaked with body fluids. Clothing and other non disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers (see Item 9). Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled with disposable gloves and disposed of in a plastic bag.

4. **HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?** Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfecting steps have been included. Many schools stock sanitary absorbent agents specifically intended for cleaning body fluid spills (e.g., ZG00P, Parsen Mfg. Co., Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.
5. **HAND WASHING PROCEDURES:** Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for at least ten to thirty seconds.

Soap suspends easily removable soil and micro organisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands. Turn off faucet handles with paper towels.

6. **DISINFECTANTS:** An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the United States Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

- a. Ethyl or isopropyl alcohol (70%).
- b. Phenolic germicidal detergent in a one percent aqueous solution (e.g., Lysol*).
- c. Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in one gallon water, needs to be freshly prepared each time it is used).

- d. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat*, Myter*, or Sage*).
7. DISINFECTING OF HARD SURFACES AND CARE OF EQUIPMENT: After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment should be placed in a plastic bag. Non disposable cleaning equipment (dustpans, buckets) should be cleaned thoroughly and rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacle.
8. DISINFECTING OF RUGS: Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove the dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Clean and rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of non reusable cleaning equipment as noted above.
9. LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS: The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. If material is not colorfast, add 1/2 cup nonchlorox bleach (e.g., Clorox II, Borateem) to the wash cycle.

*Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS was prepared by Elaine Brainerd, M.A., R.N., State Department of Education, in consultation with James Hadler, M.D., MPH chief, Epidemiology Section, Patricia Checko, MPH, Epidemiology Program, and William Sabella, AIDS Coordinator, Connecticut State Department of Health Services. December, 1984.

SECTION XXI -- HAZARD COMMUNICATION PROGRAM

- A. **GENERAL:** It is the purpose of this policy to insure that all Unified School District No. 332 employees are properly trained in the identification and use of the hazardous properties of the chemicals they work with and those measures to take to protect themselves from these chemicals.
- B. **RESPONSIBILITY:** The building principals shall be responsible for ensuring training of employees, location of MSDS on all hazardous materials within their attendance centers and overall implementation of this program.
- C. **LIST OF HAZARDOUS CHEMICALS:** This list will be attached to the written Hazard Communication Program. The list of Hazardous Chemicals will be reviewed/updated annually.
- D. **MATERIAL SAFETY DATA SHEETS (MSDS):**
1. The office of the Superintendent shall maintain a master file of all MSDS's for each substance on the master listing of hazardous chemicals used in the district. The MSDS will consist of a fully completed OSHA Form 174 or equivalent.
 2. The building principals will ensure that a folder containing MSDS for the hazardous substances used in a work area/building, is readily available to all employees who use these chemicals.
 3. The building principal will review each MSDS for accuracy and completeness and will review all MSDS's for new products and will ensure that needed MSDS's are properly filed and posted as required by this program and are available to employees on request. MSDS sheets and the written program will be made available upon written request by any employee or his representative.
 4. Purchasing will request an MSDS for all new chemicals at the time of ordering.
 5. Receiving will assure that all chemicals brought into the school district are on the list of chemicals. If a chemical which is not on the list is delivered, Receiving will contact the building principal and hold the material in the receiving area. The building principal will arrange to obtain the applicable MSDS and add to the chemical inventory.
- E. **LABELING:** Identification and hazard warning labels will not be removed or defaced from containers with chemicals. Labels which are accidentally removed or defaced will be replaced promptly. When empty containers are reused for other materials, the original labels will be removed or thoroughly obliterated and appropriate labels for new contents applied.
- F. **TRAINING:** The building principal will ensure that all employees are properly trained on the hazards of those chemicals used in the work place. This training will be conducted within 60

days of the employees employment date and immediately following whenever a new hazardous chemical is introduced into this work area. This training will be conducted by the Office of the Superintendent and will consist of the following elements:

1. An overview of the requirements contained in the Hazard Communication Standard (Federal Register, Volume 48, No. 228, Part 1910-1200).
2. Chemicals present in their workplace environment.
3. Location and availability of the district's written hazard communication program.
4. Physical and health effects of the hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to lessen or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
7. Steps the school district has taken to lessen or prevent exposure to these chemicals.
8. Emergency procedures to follow (including fire fighting information) if they are exposed to these chemicals.
9. How to read labels and MSDS's to obtain appropriate hazard information.
10. Location of MSDS files and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that he/she attended the training session, received the written material and understood the district's policies on Hazard Communication.

G. OUTSIDE CONTRACTORS:

1. All Hazardous Chemicals will be removed from areas where outside contractors work whenever feasible.
2. If outside contractors are required to work in areas where they may be exposed to Hazardous Chemicals, the principal will provide the pertinent hazard information (including MSDS's) to the contractor and require him/her to instruct his/her employees.
3. If contractors use any Hazardous Chemicals to which Unified School District No. 332 employees may be exposed, the contractors will be required to provide an MSDS for these chemicals and to provide notice when these are to be used.