



DECEMBER 2021 KASB POLICY UPDATES

To: Member Unified School Districts and other Member Organizations
From: Donna L. Whiteman, KASB General Counsel, Assistant Executive Director of Policy Development
Re: December 2021 Board Policy Updates

The KASB **December 2021** policy updates are now available.

Happy Holidays! The holiday season is a time to reflect on all the good things and progress public schools have made over the past year. As Nelson Mandela said, “Education is the most powerful weapon you can use to change the world,” and Kansas school boards and employees have worked diligently this past year to provide all students with a quality public education.

KASB has posted this packet on the KASB’s website under the Member Portal, Member Resources tab. The accompanying documents are the second set of 2021 policy updates to our KASB recommended policies. If you did not receive the June 2021 Policy Updates, they are also posted on our website under the KASB Member Portal.

The following policy recommendations have been edited and revised by the KASB Legal/Policy Services staff. Along with this letter, you will find a table explaining in detail the changes in the policies and a copy of the policies showing the edits using Track Changes in Word. A clean copy of the policy with all edits incorporated may also be downloaded.

The contents of this policy package should be reviewed by the superintendent, the clerk, and the board. If your policy requires staff and student input, you may share these changes with administrators, staff, and student representatives.

If these policy recommendations meet district needs, they are ready to add to the policy book **after board approval**.

Once adopted, policies have the force and effect of law. Suggested policies should not be placed in the policy book without an opportunity for board discussion and a **board motion to approve** any new additions or changes to your policy manual.

Please **add the local adoption date** at the bottom of each policy that is approved by the board.

Minutes from the meeting should reflect when the policies were adopted. To save time in case of an audit, file a copy of the minutes with the critical policies that the board is required by law to adopt.

Please make sure an historical policy file is maintained in the district containing older versions of the policies for future reference. Please note that these may be scanned and retained electronically.

If you have questions, comments, or need further clarification about these policy recommendations; or if you have additional questions about any of your board policies, please call 1-800-432-2471 and ask for Donna L. Whiteman or Leslie Garner, email us at dwhiteman@kasb.org or lgarner@kasb.org, or contact another member of the KASB Legal/Policy Services staff.

Best wishes,
Donna L. Whiteman, KASB General Counsel
Assistant Executive Director of Policy Development

P.S. Reminder - KASB's current B Section, Board Operation's Policies are all existing policies and are to help newly elected school board members.

DECEMBER 2021 UPDATED KASB POLICIES AND FORMS

POLICY OR FORM CODE OR DESCRIPTION	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	RECOMMENDED ACTION
DJE (Purchasing) ➔ Revised	This policy amendment adds “School employees are not allowed to purchase personal items from vendors using district accounts.”	Review and adopt.
GAAD (Child Abuse) ➔ Revised	This policy amendment adds the Department of Children and Families Crisis Helpline and Mobile Response program launched on Oct. 1, 2021, to provide support and problem solving to any student 20 years or younger in a behavioral health crisis including any student in foster care or formerly in foster care.	Review and adopt.
IF (Textbooks, Instructional Materials & Media Centers Form) ➔ Revised	The questions in this form have been updated. Current Board policy, IF, requires anyone having a complaint about textbooks, the media center, or other instructional materials to complete this form and meet with the principal and superintendent before requesting the board to consider the complaint. The policy procedure remains the same and only some language in the form’s questions have been updated.	Review.
IIA (Performance-Based Credits) ➔ Revised	This policy amendment provides that the board may allow graduation credit to be awarded to students for integrated academic or career and technical based education coursework. Also, the current policy language was edited to clarify the “test-out” procedures.	Review and adopt.
JBCB (Foster Care Students) ➔ Revised	This policy amendment adds the Department of Children and Families Crisis Helpline and Mobile Response program. This new helpline provides support and problem solving to assist any student 20 years or younger with a behavioral health crisis including any student in foster care or formerly in foster care. This is the same language that has been included in policy GAAD, Child Abuse, above.	Review and adopt.

<p>JCDB (Dress Code) → Revised</p>	<p>This policy amendment adds the language in K.S.A. 60-5321 which requires that no state agency or municipality, including school districts, “shall prohibit an individual from wearing traditional tribal regalia or objects of cultural significance at a public event.” A “public event” is defined to include but is not limited to, “an award ceremony, a graduation ceremony or a meeting of a governing body.”</p>	<p>Review and adopt.</p>
<p>KGA (Use of District Personal Property and Equipment) → Revised</p>	<p>The phrase “personal property” is added to clarify that any property, other than real estate, used for personal purposes must be pre-approved. The term “outside organizations” is narrowed to “tax-exempt organizations” to ensure there is no commercial taxable use of school district property or equipment. The pre-approval requirement is expanded to require the board of education to address a request from the superintendent.</p>	<p>Review and adopt.</p>
<p>TOTAL =</p>	<p>Existing Policy Revisions 6 Existing Form Revision 1 TOC G TOC I TOC J</p>	

DJE **Purchasing**

DJE

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically. School employees are not allowed to purchase personal items from vendors using district accounts.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved:

KASB Recommendation - 4/07; 12/21

GAAD Child Abuse (See JCAC and JGEC)

GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement

officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

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

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

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

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

Approved:

KASB Recommendation - 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12;
6/20;12/21

(Retype and file with clerk.)
USD _____
REQUEST FOR REVIEW OF A TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self; or if a group:

Name of group _____

The material I object to is a: film ___ recording ___ magazine ___ pamphlet ___ textbook ___
other _____.

Book or other material _____

Author (if known) _____

Publisher (if known) _____

1. Are you familiar with the district policy, procedure and philosophy regarding selection of textbooks, instructional materials, and media center materials? ___ Y ___ N

2. Did you read or view all the material provided in the entire work? ___ Y ___ N If no, how did you select the parts for reading or viewing?

3. Please identify the objectionable material. (Please be specific; cite pages or items.)

4. What is the basis for your objection to the specific sections or parts identified?

5. What do you believe is the major theme of this material? _____

6. What would you recommend the school do with this material?

7. In its place, what material of equal educational quality would you recommend?

8. Additional comments: _____

Administrator

Signature of complainant

Date received: _____

IIA Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular

class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 12/21

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved:

KASB Recommendation – 12/16,12/21

Note: The reader is encouraged to review regulations and forms for related information.

JCDB Dress Code

JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 12/21

KGA

KGA Use of District Personal Property and Equipment

KGA

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/_____) and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

Personal Use

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or_____}. No district personal property or equipment shall be used by the superintendent for

personal reasons at school or away from its designated location without the prior approval of the board of education.

Approved:

KASB Recommendation – 3/00; 4/07; 6/12; 12/21

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JRD.....Hearing Request
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

JSStudent Fees and Charges

Credit Card Payments

Fee Schedules

Debt Collection

Forwarding Pupil Records