

**POLICY B-11**  
**SUPERVISION OF STAFF**

The Superintendent shall be responsible for assigning each employee to one or more licensed administrators for purposes of direct supervision.

In addition to the formal evaluation process provided for in Board Policy, each licensed administrator shall provide careful supervision of all staff members assigned to his/her building and/or program.

Such supervision shall be consistent with established policies and regulations including but not limited to the following:

- A. School Board Policy
- B. Approved Building Rules and Regulations
- C. Negotiated Agreements
- D. Federal, State, and Local Laws

In addition, administrative supervision shall include situations or incidents, which could not be reasonably anticipated and therefore no written policy, rules, regulations or laws exist to cover the situation or incident. In such cases, the administrator shall be responsible for making an administrative decision, which in his/her opinion is fair, reasonable and consistent.

In order to provide proper documentation and due process, Board Policy hereby establishes four methods for recording and processing violations of various Policies, Rules, Regulations, Laws, and other instances of unsatisfactory staff performance.

1. **Oral Warning.** For minor infractions or shortcomings, the employee should first be given the opportunity to fully explain his/her position. The licensed administrator should then “log” the date, name of staff member and a brief description of any “oral warning” which was given to the employee.

**Written Reprimand.** For more serious infractions, or for repeated violations of minor infractions, a written reprimand is requested. Again the employee should be given the opportunity to justify or defend his/her actions through a private conference with the administrator. After fully considering the matter, the administrator may choose to write a formal "letter of reprimand". Such a letter shall include a description of the violation, any previous related violations, reference to policies, etc. which have been violated, and a warning that additional penalties will be forthcoming if the violation is not corrected. Three copies shall be provided as follows: the employee copy, the administrator copy, and the district office copy. The employee is requested to sign each copy to indicate receipt. Otherwise a second administrator or other employee shall be requested to confirm delivery of the “written reprimand.”

2. **Suspension from duty.** In the event that an employee is charged with a serious infraction of School Board Policy, Federal, State, Local law, approved building rules and regulation, the most recent Negotiated Agreement, or other unacceptable employee performance the employee may be suspended from school service.

The Superintendent, after consulting with each administrator to whom the employee is directly responsible and after conducting a hearing with the employee (presuming his/her availability and willingness) shall have the authority to suspend the employee from part or all of his/her employment. Licensed employees shall be placed on paid leave pending review by the School Board at the next scheduled regular School Board meeting.

If an employee is placed on unpaid leave by the Superintendent, such a suspension shall be subject to School Board review no later than five days from the beginning date of the suspension.

At the time of the Board review, the Board shall determine whether the suspension shall be with or without pay. Also the Board shall determine whether to end the suspension or continue it until a subsequent Board review.

3. **Dismissal from Employment.** The Board of Education shall reserve the right to dismiss any employee whose continued employment is not in the best interests of the district. If the employee is tenured as per Kansas Law (K.S.A. 72-5437), dismissal shall be considered only after conducting a due process hearing at which time the employee and each supervising administrator shall be given the opportunity to present testimony and question the same. All other rights of due process shall be accorded the employee. Specific grounds for dismissal shall include, but not be limited to the following:

- A. Insubordination;
- B. Immorality;
- C. Misuse and/or theft of school district property;
- D. Unacceptable violation of district policy, rules, or regulations;
- E. Abuse of sick leave or other leave; or
- F. Other unacceptable conditions.

In any instance where dismissal is being considered, either the employee or the Board may negotiate a resignation instead of formal dismissal. However, such a resignation must be completed prior to any Board vote to dismiss.

**POLICY B-12**  
**EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY**  
(Language changed to align with KASB Policy GAAA)

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

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

Inquiries regarding compliance may be directed to the Superintendent of Schools, West Elk USD #282, 1201 State Highway 99, P.O. Box 607, Howard, KS. 67349, 620-374-2113 or to:

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

or

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

or

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

Approved: KASB Recommendation - 2/98; 8/98; 6/06

POLICY B-12.1

COMPLAINTS OF DISCRIMINATION OR DISCRIMINATORY HARASSMENT

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution (see Board Policy A-5 Procedures and Complaints).

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's program and activities is prohibited. Harassment of an individual on any of these grounds is prohibited. The superintendent, P.O. Box 607, Howard, Kansas, 67349, 620-374-2113, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to an employee's supervisor, the building principal or the district compliance coordinator. Complaints by a student should be addressed by the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district

compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

### **Formal Complaint Procedures**

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in the building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis of the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records related to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will

- issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
  - Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office of Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

### **Complaints About Policy**

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

### **Complaints About Curriculum**

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

### **Complaints About Instructional Materials**

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

### **Complaints About Facilities and Services**

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

### **Complaints About Personnel**

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

### **Complaints About Emergency Safety Interventions**

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy A5.

BOARD POLICY  
B-13

ENROLLMENT  
ADMISSION OF RESIDENT AND NON-RESIDENT STUDENTS

Resident Students

Any child or student who is living with a natural parent, a parent by legal adoption, a person acting as a parent, a guardian or who actually resides within the boundaries of the West Elk School District without regard to parental relationships, shall be permitted to enroll and attend West Elk USD #282, unless otherwise prohibited by the policies, rules and regulations of the Board of Education of West Elk USD #282.

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 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.

Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students.

Unified School District No. 282 will not pay tuition for any West Elk student who chooses to attend school in another district.

Non-resident Students

Non-resident students may be admitted to Unified School District No. 282 by action of the School Board when such action appears appropriate. The Board reserves the right to deny any application it deems necessary. Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the Board.

The Board of Education grants the Superintendent of Schools the authority to provisionally approve the attendance of a non-resident student when such a request is made after the last regularly scheduled Board of Education meeting in the month of August, and prior to the first regularly scheduled meeting in September. The Board of Education will officially act upon these provisionally approved requests at their September meeting.

Application should be prior to September 15 of the school year for which application is made, so that State aid will be received by Unified School District No. 282 for the pupils involved.

**No bus shall leave the district or its normal route to transport non-resident pupils unless otherwise agreed by West Elk USD #282.**

**All non-resident students approved for attendance shall be required to maintain good scholastic standing, good citizenship and good moral character. Any non-resident student who fails to maintain good scholastic standing, good citizenship and/or good moral character shall be subject to having the privilege of attendance revoked by the Board of Education.**

### **Enrollment Procedures**

**The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, change in enrollment, normal enrollment times, and communication to parents and to the public.**

### **Identification of Students**

**All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department of Children and Families, or other documentation which the Board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript similar pupil records or data, or other documentary evidence the Board deems satisfactory.**

**If proper proof of identity is not provided within 30 days of enrolling, the Superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.**

### **Enrollment Information**

**The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also proper proof of identity.**

### **Assignment to a Grade Level, or Classes**

**Assignment to a particular grade level or particular classes shall be determined by the building principal based on educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the Board.**

### **Transferring Credit**

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

### **Transfers from Non-Accredited Schools**

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

**POLICY E-13.1**  
**HEALTH ASSESSMENTS AND PHYSICALS**

All students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

**POLICY B 13.2**  
**HEALTH SCREENINGS**

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, may be performed in the school health program.

When these screening cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing ant screenings or other services to students in the school setting.

**Vision Screenings**

Each year vision screening procedures will be conducted for students new to the district, including kindergartners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

**Hearing Screenings**

Each year hearing screening procedures will be conducted for students new to the district, including kindergartners. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

**Dental Screenings**

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

**Selected Screenings**

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

**Screening results, and referrals when necessary, will be communicated to parents.**

**In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.**

**APPROVED 9-12-83  
AMENDED 7-12-93**

**POLICY B-13.5**  
**NON-RESIDENT STUDENTS**

**All non-resident students must file a letter with the Board of Education each year asking to attend West Elk USD #282 schools.**

**All non-resident students approved for attendance shall be required to maintain good scholastic standing, good citizenship and good moral character. Any non-resident student who fails to maintain good scholastic standing, good citizenship and/or good moral character shall be subject to having the privilege of attendance revoked by the Board of Education.**

POLICY B-14  
ACCESS TO PUBLIC RECORDS

BE IT RESOLVED by the Board of Education of Unified School District, # 282, Elk County, State of Kansas, that the following provisions be, and they are hereby adopted, making available the public records of this district and the procedures to be followed for their inspection or copying beginning January 1, 1984:

1. Public Records:

Any public records as defined in 1983 H.B. 2327 shall be open to the public for their inspection or copying.

2. Business Day:

Means Monday through Friday from 8:00 A.M. to 4:30 P.M., except for legal holidays.

3. Location:

District Office, 1201 State Highway 99, Howard, Kansas 67349.

4. Official Custodian of Public Records:

Clerk of the School Board or designated assistant. 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. Charge 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 copying 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. The cost of staff time for pulling records or creating documents will be figured based on the hourly rate paid to the custodian of records whether copies of records are made or not.

BE IT FURTHER RESOLVED:

1. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.
2. a. Each request for access to public record 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.
  - b. 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.



**POLICY B-15**  
**BEQUESTS, DONATIONS, GIFTS**

**West Elk USD #282 is hereby authorized to accept any bequest, legacy, trust, donation or gift, which may be consistent with its educational mission and/or needs.**

**Any financial gift shall be placed in a separate fund of the district and shall be exempt from budget law requirements. The gift shall be used in compliance with the wishes of the donor, as nearly as possible.**

**Any non-financial gift shall be inventoried by the district with notation as to value and donor information.**

**This policy is authorized by K.S.A. 72-8210. It is the intent of USD #282 to use any such gifts to benefit the students and patrons of the district and also to provide a proper method for accepting tax-deductible gifts from patrons and friends of the Unified School District.**

**POLICY B15.1**  
**MEMORIALS, FUNERALS, AND NAMING OF DISTRICT FACILITIES**

Requests to use district buildings and/or facilities for displaying permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

**Memorials**

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

**Funerals**

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

**Naming of Facilities**

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system.

APPROVED: 2-8-99  
AMENDED: 10-24-11

**POLICY B-15A**  
**SALE OF DISTRICT PROPERTY**

The Board may dispose of property, by a majority vote of the board, in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

**POLICY B-16**  
**STAFF-COMMUNITY RELATIONS**

All staff members are encouraged to reside within the boundaries of the district.

**PARTICIPATION IN COMMUNITY ACTIVITIES**

Staff members are encouraged to participate in community activities and organizations, insofar as these activities do not infringe upon school time.

Prior permission must be obtained from the Superintendent for participation in any non-school community activity, which takes place during school time, during which time the employee will be absent from his/her job.

**POLICY B16.1**  
**STAFF-STUDENT RELATIONS**

**Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.**

**POLICY B-17**  
**LIBRARY: SELECTION POLICY**

**SELECTION OF LEARNING RESOURCES:**

**I. STATEMENT OF POLICY**

The policy of the Board of Education of the West Elk USD #282 is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers.

**II. OBJECTIVES OF SECTION**

- A. For the purposes of this statement of policy, the term “learning resources” will refer to any person (s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, flash cards, games, globes, kits, machine readable data files, maps, microfilms, models, motion pictures, periodicals, pictures, relic, slides, sound recordings, transparencies and video records.**
- B. The primary objective of learning resources is to support, enrich and help to implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.**
- C. To this end, the Board of Education of the West Elk USD #282 affirms that it is the responsibility of its professional staff:**
- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;**
  - To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;**
  - To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgements in their daily lives;**
  - To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our National heritage and the world community; and**
  - To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.**

### **III. RESPONSIBILITY FOR SELECTION OF LEARNING RESOURCES**

- A. The Board of Education delegates the responsibility for the selection of learning resources to the professional staff.**
- B. While selection of learning resources involves many people (administrators, teachers, students, community persons, resource center personnel) the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the Principal and professional personnel.**

### **IV. CRITERIA FOR SELECTION OF LEARNING RESOURCES**

- A. The following criteria will be used as they apply:**
  - 1. Learning resources shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses.**
  - 2. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of users.**
  - 3. Learning resources shall meet high standards of quality in:**
    - Presentation**
    - Physical format**
    - Educational significance**
    - Readability**
    - Authenticity**
    - Artistic quality and/or literary style**
    - Factual content**
  - 4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.**
  - 5. Learning resources shall be designed to provide a background of information which will motivate students and staff to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgements in their daily lives.**
  - 6. Learning resources shall provide information on opposing sides of controversial issues so those users may develop under guidance the practice of critical analysis.**

- B. The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tensions and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.**

**V. PROCEDURES FOR SELECTION OF LEARNING RESOURCES**

- A. In selecting learning resources, professional personnel will evaluate resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. Among sources to be consulted are:
  - 1. Bibliographies (latest edition available, including supplements):  
Junior High School Catalog  
Senior High School Catalog  
Elementary School Library Collection  
Subject Guide to Books in Print  
and as a part of the vertical file index, other special bibliographies, many of which have been prepared by educational organizations for particular subject matter areas.**
  - 2. Current reviewing media:  
Booklist  
Voice of the Youth Advocate  
School Library Journal  
Other sources will be consulted as appropriate.  
Whenever possible, the actual resource will be examined.****
- B. Recommendations for purchase involve administrators, teachers, students, district personnel and community persons as appropriate.**
- C. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.**
- D. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.**

**POLICY B-18**  
**HAZARDOUS WASTE COMMUNICATION**  
**INSPECTION, DISPOSAL, AND TRAINING**

The Occupational Safety and Health Administration (OSHA) division of the U.S. Department of Labor has determined that public schools contain chemical hazards that justify rules and regulations to protect workers and other persons.

This policy is therefore formulated to provide rules and regulations, which will provide the required protection.

West Elk USD #282 will provide information and training to employees regarding chemical hazards, which are present within USD #282. This is of primary concern to custodians, science chemicals such as cleaning compounds and laboratory.

**Training.** Information and training shall include safe work practices, emergency procedures, protective equipment, labeling systems and safety data sheets.

All employees shall be trained to maintain accurate labeling of all hazardous chemicals. This is especially important when chemicals are transferred to smaller containers from the original container(s).

**Labeling.** Labeling must be prominently displayed and any damaged or illegible labeling must be replaced immediately.

**Safety Data Sheets.** Shall be maintained by each custodian, science teacher and other employees whenever the employee has hazardous chemicals within his/her department.

West Elk USD #282 will make every reasonable effort to comply with the Hazard Communication Standard. Additional rules and regulations are found in the OSHA 3084 Handbook (Revised).

**HAZARDOUS WASTE INSPECTION AND DISPOSAL**

**Inspection**

Regular inspection of district facilities for hazardous waste shall be conducted by the Maintenance Supervisor. Written records of these inspections should be maintained.

**Disposal**

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

## **Rules**

**The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced, and rules for reporting the proper disposal of hazardous waste. These rules and regulations shall be distributed to all staff members in classified and licensed handbooks.**

**POLICY B-19**  
**FUND RAISING**

All funds raised by any school organization shall belong to the West Elk School District and the organization, which raised the money. Therefore, funds may not be distributed to individual students but must be spent for the benefit of the group or the school district.

Expenditures shall be approved by the group; if possible, sponsor, and/or the school Principal.

Also, the school Principal shall approve or disapprove each and every proposed fund raising activity before the proposed activity shall be publicized or conducted.

The Principal shall develop a “list and schedule of approved fund-raising activities” with consideration to the following concerns:

- A. Traditional projects for certain groups
- B. Need for funds to finance proposed group activities
- C. Consideration for public to restrict non-essential, frivolous and out-of-district interests
- D. Restrictions on the use of class time for fund raising
- E. Students may be required to earn or contribute certain amounts of money in order to participate in planned group activities.

**POLICY B-20**  
**DRUG FREE SCHOOLS AND COMMUNITIES ACT**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the Superintendent and approved by the Board. The Board shall receive a report after each of these reviews is conducted.

**CURRICULUM**

1. All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use.
2. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol.
3. Students shall also be informed that the use of alcohol is both wrong and harmful.
4. The Board directs the Superintendent to confer with the staff in designing a comprehensive drug and alcohol abuse and prevention program to be integrated in the district's curriculum beginning with the 1990-91 school year. The Board directs the Superintendent to ensure that the program is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

**STUDENT CONDUCT**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages at school, on school district property, or at any school activity.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. **First Offense.** A first time violator shall be subject to the following:
  - (a) A punishment up to and including short-term suspension;
  - (b) Suspension from all student activities for a period of not less than one month.
2. **Second Offense.** A second time violator shall be subject to the following sanctions:
  - (a) A punishment up to and including long term suspension;
  - (b) Suspension from all student activities for a period of not less than one semester or four months.
  - (c) A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the Board Clerk.

If at any time the student fails to make satisfactory progress in the program, the suspension shall be reinstated.

1. **Third and Subsequent Offenses.** A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - (a) Expulsion from school for the remainder of the school year;
  - (b) Suspension from participation in the attendance at all school activities for the year.
  - (c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the Board Policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action

against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the Board Clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

### **EMPLOYEE CONDUCT**

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the Negotiated Agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

**Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the Board Clerk.**

**A copy of this policy will be provided to all employees.**

**POLICY B-20.1**  
**USE OF TOBACCO PRODUCTS AND ELECTRONIC CIGARETTES**

The use of tobacco products and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. Staff members may choose to smoke in their vehicles, but under no circumstance is a tobacco product or electronic cigarette to be used when supervising students as part of the work schedule or during school activities where students are present. The “Designated Smoking Area” for employees and for visitors (adults) is the parking lot.

Enrolled students, including eligible students who have reached the age of majority, are not permitted to use tobacco products or electronic cigarettes at school, on school grounds, in personal vehicles while on school property, or during school activities. Students that violate this policy will be subject to disciplinary action.