Wednesday, July 15, 2026
Regular Meeting

5:15 PM
Marysville Elementary Cafeteria

I. Opening

I.A. Call to Order

I.B. Approval of Agenda

I.C. Pledge of Allegiance

I.D. Vision Statement
"Life-long Success for ALL Learners."

I.E. Empty Chair Philosophy
This chair is reserved for every student in our district. The adults in this room will mentally place a student in this seat before a meeting begins, and keep that student in mind during discussions and while making decisions.

II. Election of Officers

II.A. Election of President for the 2026-27 School Year

II.B. Election of Vice President for the 2026-27 School Year

II.C. Appointment of District Clerk, Deputy Clerk, Treasurer and Attorney for the 2026-27 School Year
Recommendations for these positions are Jody Bruna as Clerk, Tara Crawford as Deputy Clerk, Lindsey Clark as Treasurer, and the firm of Westbrook Law Offices as attorney.

III. Consent Agenda

III.A. Approval of Minutes

III.B. Personnel Update

III.C. Approval of Bills

III.D. Financial Reports

III.E. Transportation Report June 2026

III.F. Jr/Sr High Library Books

III.G. Donations

III.H. Appoint Representative for State & Federal Programs
The recommendation is made that the Superintendent continues to serve as the authorized district representative for all State and Federal Programs, excluding food service, and including liaison for homeless children and youth and that Jody Bruna be appointed Designated Agent for KPERS.

III.I. Authorize Depositories for District
The recommendation is made that Citizen's State Bank & Trust Company of Bremen, United Bank & Trust, Citizen's State Bank and First Commerce Bank all of Marysville be designated as depositories of district funds.

III.J. Set School Year at 1,116 Hours

State law sets the school year at either 186 days or 1,116 hours. The option of 1,116 hours is recommended, since our teacher contract length is 182 days the 186-day law is not an option.

III.K. Designate Official District Newspaper

III.L. Designate In-Service Credit Validation Individual
The recommendation is to designate Randy Corns, the Director of the Southeast Kansas Education Service Center (Greenbush), as the person who will verify that the in-service credit is valid for license renewal. This is to comply with Kansas State Board Regulations 91-1-146d(d). This needs to be approved in order for the Service Center to process teacher in-service transcripts for re-licensure.

III.M. Appoint Hearing Officer for Free & Reduced Lunches
The recommendation is to appoint the Superintendent as the hearing officer for free and reduced price meal application appeals, Danielle Bargman as authorized food service representative and Tara Crawford as the determining official.

III.N. Appoint Hearing Officer for Due Process Hearings
The recommendation is to appoint the Superintendent as the hearing officer to conduct due process hearings for student long-term suspensions or expulsions.

III.O. Appoint Hearing Officer to hear Appeals in Student Expulsion Cases
The recommendation is to appoint Aaron Westbrook or his designee as the hearing officer to hear appeals in student expulsion cases; the fee has been $95 per hour for legal services.

III.P. Appoint Attendance Officers

III.Q. Appoint Freedom of Information Officer

III.R. Designate Asbestos Person

III.S. Approve Facsimile Signatures

III.T. Approve Early Payment Requests

III.U. Approve Fixed Asset Accounting

III.V. Approve G.A.A.P. Waiver

III.W. Set Mileage Rate
The State mileage rate increased to $ .725 per mile effective July 1, 2026. The Federal rate increased to $ .725 cents January 1, 2026. The district can decide to reimburse at a rate other than the state rate, but there are tax consequences if they would exceed the Federal rate.

III.X. Approval of Consent Agenda

IV. Public Presentations

IV.A. Citizen's Open Forum

V. Department Presentation

V.A. Transfinder
Transportation Plan

VI. Building Reports - Focus on Learning

VII. Action Items

VII.A. Resolution Authorizing Activity Funds

VII.B. Resolution Authorizing Petty Cash Funds

VII.C. Resolution for Destruction of Records

VII.D. Approve Resolution for Regular Board Meetings

VII.E. Committee Assignments
Liberty Price

Committee Member Selection

VII.F. Milk Bid 2026-2027

Hiland Dairy was our only bid.
1% and Skim Milk=increase of $0.06
Chocolate 1% and Strawberry 1%=increase of $0.065
Orange Juice=decrease of $0.01

Bid out Whole and 2% this year to have as an option as well, since USDA permitted schools to serve them during lunch and breakfast.

VII.G. Extended Days Process

Extended day approval process

VII.H. Building and Trades Classroom

Workbench/Seating

VII.I. FBLA Out of State Request

FBLA Officer Retreat

VII.J. Transfinder

Transportation Department - Transfinder 3 - year Agreement

VII.K. June 2026 Updated KASB Policies

Rescind all previous board policies and approve the 2026-27 Board of Education Policies.

VII.L. Work Session

VIII. Discussion Items

VIII.A. FY 27 District/Building Needs Assessment

Review of Needs Assessment for FY 27 Budget planning

IX. Executive Session

IX.A. Convene in Executive Session

IX.B. Reconvene in Open Session

IX.C. Action Resulting from Closed Session Discussion

X. Closing

X.A. Announcements

X.B. Adjournment

Personnel Update

Action for July 15, 2026

Resignations and Retirements

Category	Employee	Position	Status
Rule 10	Tyler Bisnette	FB Coach	Resignation
Classified	Amber Nolan	Food Service	Resignation

Employment, Transfers and Other Actions

Category	Employee	Position	Status
Rule 10	Jonathan Frink	Asst. HS Track-Spilt (2025-26)	Hire
Certified	Lyndsay Stevenson	Elem. SpEd Teacher	Hire
Classified	Barb Grable	Paraprofessional	Hire

Employment – Extended School Year

Category	Employee	# of Days

Current Positions open – July 15, 2026

Special Education Teacher

Extra Duty Assignments
2026-2027

Certified

Rule 10 -(if classified employee & leave for extra duty-must clock out on timesheet)

Assignment	Name
CLUBS	
ART CLUB	Amy Ackerman
DRAMA	Carla Wolfe
KAYS	Angie Smith
MATMAIDS	
M-CLUB	Mary Kessinger-Wassom Michael Downard
SCIENCE CLUB	
High School	Daylan Carlson
Junior High	
Elementary	
NATIONAL HONOR SOCIETY	Ashley Hubbard
YOGOWYPI	Mickie Crowther
SPONSORSHIPS	
ART SHOW	Amy Ackerman
CHEERLEADING	
Fall Cheerleading	Asiah Parris 60%
Asst. Fall Cheerleading	OPEN
Winter Cheerleading	Asiah Parris 60%
Asst. Winter Cheerleading	OPEN
CONCESSIONS MANAGER	Blake Nations
DANCE	
Fall Head Coach	Makenzie Kroeger

Winter Head Coach	Makenzie Kroeger
DEBATE	
FORENSICS/KSCFL	Carla Wolfe
Assistant	Matt Friedrichs
STATE & FEDERAL PROGRAMS	
	(0 if release time is granted)
WEBMASTER ($2550 total)	
District Web Master	Matt Friedrichs
FFA Advisor	Shelby Siemens
Asst. FFA Advisor	Skylar Piepho
FBLA ADVISOR	Karen Hynek
Asst. FBLA Advisor	Rashele Brown
FCCLA ADVISOR	Caleigh Macke
INSTRUMENTAL MUSIC	
Head	Blake Nations
HS Musical (if applicable)	
JH Musical (if applicable) *Director*	
Flag Line	Amy Ackerman
VOCAL MUSIC	
Head	Kayn Milholland
HS Musical (if applicable)	
JH Musical (if applicable)	
Elementary	Veronica Olmsted
P.D.C.	
Chairperson	Mickie Crowther
Data Coordinator	Jamie Lyhane
Member	Lori Douglas
	Victoria Smith
	Daylan Carlson
	Alicia Figge
	Jamie Lyhane

PLAYS

Spring	Carla Wolfe
Fall	Carla Wolfe
Assistant Spring	Matt Friedrichs
Assistant Fall	Matt Friedrichs

QUIZ/SCHOLARS BOWL

Senior High ($2,050 total)	Xavier Nall
Assistant??	
Junior High	Daylan Carlson

RTI/MTSS

Junior/Senior High	
Data Coordinator	Leigha Behrens
Team Member (Limit of 4)	Vicki Smith
	Mickie Crowther
	Ashley Hubbard
Elementary	
Data Coordinator (Split)	Megan Zierlien
Team Member (Limit of 4)	Tiffany Heyd
	Alicia Figge
	Terry Harries
	Ashley Rengstorf
	Christina Griffin

BLT

Junior/Senior High	
	Matt Friedrichs
	Karen Hynek
	Mickie Crowther
	Kayn Milholland
	Angie Smith
	Mary Wassom
Elementary	
	Courtney Frink
	Tiffany Heyd
	Ashley Rengstorf
	Lori Douglas
	Jessica Tjaden
	Lacey Wells
	Amy Woodcock

ELL COORDINATOR	
District	OPEN
TEST COORDINATOR	
District	Leigha Behrens
Elementary	Tiffany Heyd
Junior/Senior High	
STUDENT COUNCIL	
Senior High	Jeff Koch
STUDENT COUNCIL	
Junior High	
YEARBOOK	
Junior/Senior High	Tiffany Anderson
JOURNALISM	
High School Newspaper	
HISPANIC HERITAGE CLUB	
Junior/Senior High	OPEN
SPANISH PROCTOR	
Junior/Senior High	OPEN
Not in Neg. Agreement	
GSA	Carla Wolfe
Outdoor Sports	Skylar Piepho, Leigha Behrens
FCA	Ben Wertenberger

Extra Duty Assignments
2026-2027

Certified

Rule 10 -(if classified employee & leave for extra duty-must clock out on timesheet)

Assignment	Name

FALL ATHLETICS

CROSS COUNTRY

Head	Wendy Peugh
Assistant	Keegan Caudillo

FOOTBALL

Head	Tony Trimble
Assistant	Ben Wertenberger
Assistant	Landon Wright
Assistant	Ben Schaefer
Assistant	Bert Lord
Assistant	Michael Downard
Assistant	
Assistant	Brandon Schroedl
JH Head	Scott Brown
JH Assistant (8th Grade)	Lucas Packett
JH Assistant (7th Grade)	Skyler Piepho
JH Assistant (7th Grade)	David Heyd

TENNIS (GIRLS)

Head	Lana Pekarek
Assistant	Ashley Bruna

GOLF (Girls)

Head	Emily Ehrlich
Assistant	OPEN

VOLLEYBALL

Head	Kate Elliott
Assistant	Sami Price
Assistant	ShaLynn Brown
JH Head	Carrie Halbert
JH Assistant	Hannah Blaske

JH Assistant	Shelly Polson
JH Assistant	Megan Blacketer

WINTER ATHLETICS

BASKETBALL-BOYS

Head	Scott Brown
Assistant	David Heyd
9th Head	Jack Blumer
JH Head	Tara Hager
JH Assistant	Skylar Peipho
JH Assistant	OPEN
JH Assistant	Dexter Spitsnogle

BASKETBALL-GIRLS

Head	Ben Wertenberger
Assistant	J.I. Hornung
9th Head	Sami Price
JH Head	Tara Hager
JH Assistant	Emily Gartner
JH Assistant	Carrie Halbert
JH Assistant	OPEN

WRESTLING

Head (Boys)	James Landoll
Head (Girls)	Rick Creek
Assistant Girls	OPEN
Assistant Girls	Derek Roever
Assistant Boys	Jonathan Crome
Assistant Boys	Skyler Goepfert
JH Girls Head	Derek Roever
JH Boys Head	Skyler Goepfert
JH Girls Assistant	Rick Creek
JH Girls Assistant	Lucas Packett
JH Boys Assistant	James Landoll
JH Boys Assistant	Jonathan Crome

SPRING ATHLETICS

BASEBALL

Head	John Haefele
Assistant	Jayton Haggard
Assistant	Tommy Brinegar

GOLF

Head	Julio Franco
Assistant	Kyle Goracke

TENNIS (BOYS)

Head	Sheldon Smith
Assistant	James Landoll

TENNIS (BOYS)

JH Head	OPEN

TRACK

Head Boys & Girls	JI Hornung
Assistant	Lucas Packett
Assistant (Pole Vault)	Jennifer Packett
Assistant (Jumps)	Jon Frink
Assistant (Distance)	Wendy Peugh
JH Head Boys & Girls	Landon Wright
JH Assistant	Scott Brown
JH Assistant	Ben Wertenberger
JH Assistant	Kate Elliott
JH Assistant (Pole Vault)	Jennifer Packett

DLT

Junior/Senior High

Leigha Behrens
Mickie Crowther
Hannah Johnston
Karen Hynek

Elementary

Tiffany Heyd
Jamie Slupianek
Paige Howard
Liz Scheele

Checks for Payment Listing

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
001629	07/15/2026	ConnexPoint/Revtrak	Monthly Fees/June	99.90
001632	07/15/2026	VISA	Food/Finance Mtg-D Schroeder	69.93
001632	07/15/2026	VISA	Fraudulent Charge Correction	-59.63
001632	07/15/2026	VISA	Hotel/Culinary Class-D Bargman/A West	452.88
001632	07/15/2026	VISA	Hotel/FCCLA Natls-L Pekarek	3,003.10
001632	07/15/2026	VISA	Hotel/USA Conf-D Schro/T Wood/D	238.16
017286	07/15/2026	Amazon Capital Services	Btry Pck/Tpe/Ports/Mntrs-B Dressman	1,786.16
017286	07/15/2026	Amazon Capital Services	Faucet Aerator/Folders-J Miller/J Bruna	48.04
017286	07/15/2026	Amazon Capital Services	Math Routines Book-C Griffin	34.84
017286	07/15/2026	Amazon Capital Services	Mesh Safety Net-J Miller	140.55
017288	07/15/2026	Blue Valley Technologies	Cable TV	7.92
017288	07/15/2026	Blue Valley Technologies	Internet/Phone/Fax	3,110.94
017292	07/15/2026	City of Marysville	Water	4,859.68
017293	07/15/2026	Compliance One	DOT Tests	101.40
017294	07/15/2026	Crome Lumber, Inc.	Cust Supplies	58.95
017294	07/15/2026	Crome Lumber, Inc.	Maint. Supplies	34.69
017297	07/15/2026	Diversified Safety and	Drug Testing Services	95.00
017298	07/15/2026	Ehnen's Automotive	Transportation Supplies	897.34
017300	07/15/2026	Game One	Wrestling Singlets- D Pretre	288.20
017301	07/15/2026	Grainger	Cust Supplies	121.25
017301	07/15/2026	Grainger	Electrical-J Miller	57.66
017302	07/15/2026	Great Western Dining	8th/College Visit Lunch-L Behrens	400.00
017304	07/15/2026	Hilltop Tires, LLC	Maint./29	302.98
017306	07/15/2026	Hometown Lumber & Hardware	Maint Supplies	6.99
017306	07/15/2026	Hometown Lumber & Hardware	Maint. Supplies	829.23
017308	07/15/2026	IdntiTeez	Plaques	30.00
017308	07/15/2026	IdntiTeez	Tshirts/Geocashing-M Wassom	60.00
017310	07/15/2026	Inland Truck Parts and Service	Bus 14 Maint.	1,273.99
017312	07/15/2026	Kansas Gas Service	Heat/Dist Office	2,491.81
017315	07/15/2026	KICS	District Liability Insurance	23,770.97
017316	07/15/2026	Kramer Oil Co	Bulk Fuel/Credit	5,860.20
017317	07/15/2026	KSHSAA	Catastrophic/Membership Fees-D Nelsen	2,842.68
017321	07/15/2026	MarKan Sales Company	Coffee	59.75
017321	07/15/2026	MarKan Sales Company	Toilet Paper-J Miller	6,150.00
017322	07/15/2026	Marysvilla, Inc	Tempered Glass/MES	126.00
017326	07/15/2026	Nordhus Motor Company	Bus 21 Maint	313.27
017326	07/15/2026	Nordhus Motor Company	Vehicle 5 Maint.	125.00
017329	07/15/2026	Palmer's Precision Pruning,	Landscaping Maint.	285.00
017330	07/15/2026	Partnership 4 Growth	Bronze Investor-D Schroeder	1,000.00
017331	07/15/2026	Pitney Bowes Bank Inc Reserve	Postage ACCT #6159174-R Throm	1,000.00
017332	07/15/2026	Pitney Bowes Global Financial	Postage Meter Lease/Jr Sr High	216.69
017336	07/15/2026	Schendel Pest Control	Pest Control/ERC	40.00
017336	07/15/2026	Schendel Pest Control	Pest Control/Jr Sr High	121.00
017336	07/15/2026	Schendel Pest Control	Pest Control/MES	44.00
017337	07/15/2026	School Mate	Planners/folders 26/27-R Throm	1,396.50
017338	07/15/2026	School Specialty LLC.	Math Supplies - V. Smith	268.28
017339	07/15/2026	Southeast Kansas Ed Service	Administrative Services 26/27	2,650.00

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
017339	07/15/2026	Southeast Kansas Ed Service	Full Service Budget Support 26/27	3,850.00
017340	07/15/2026	Superintendent's Petty Cash	Reimb. Petty Cash	1,500.00
017342	07/15/2026	Temps Disposal Service	Refuse Removal	1,060.62
017343	07/15/2026	Thermal Comfort Air, Inc.	Misc. Maint.	207.50
017344	07/15/2026	Truck Repair Plus	Maint. #28	366.64
017344	07/15/2026	Truck Repair Plus	Maint. #3	521.46
017344	07/15/2026	Truck Repair Plus	Maint. #35	296.61
017345	07/15/2026	Twin Valley Development	Shredding Services	72.90
017346	07/15/2026	Uline	Mounts/Track Equip-J Miller	175.81
017348	07/15/2026	USA Clean	Vacuum Motor-J Miller	290.72
017350	07/15/2026	Vestis	Mop Service	159.57
017351	07/15/2026	West, Annissa J	Conf Meal Reimb	29.41
017352	07/15/2026	WEX Fleet Universal	Fuel/June	189.58
017353	07/15/2026	Wichita State University, Office	Nurse Conf-E Pralle	475.00
			Total for 06 - General Fund	**76,307.12**
07 - Federal Funds				
017285	07/15/2026	95 Percent Group, LLC	Spellography Lessons-Good Shepherd	1,293.50
017296	07/15/2026	Diederich, Mary	May/June Summer Tutoring	1,800.00
017318	07/15/2026	Latta, Jori	May/June Summer Tutoring	4,800.00
017327	07/15/2026	Oatney, Abby	Reimb. LETRS PD Training	720.00
			Total for 07 - Federal Funds	**8,613.50**
08 - Local Option Budget				
017286	07/15/2026	Amazon Capital Services	Btry Pck/Tpe/Ports/Mntrs-B Dressman	493.10
017287	07/15/2026	Apple Computer, Inc.	Apple MAC Mini/Tim-B Dressman	1,327.90
017288	07/15/2026	Blue Valley Technologies	Internet/Phone/Fax	157.81
017291	07/15/2026	Cintas Fire Protection	Annual Fire Extinguisher Inspect/JR Sr	245.83
017314	07/15/2026	KASB	eGovernance Solutions by BoardBook	6,000.00
017315	07/15/2026	KICS	District Liability Insurance	198,381.83
017328	07/15/2026	Office of the State Fire Marshal	Certificate Fee	180.00
017339	07/15/2026	Southeast Kansas Ed Service	Environmental/Cust. Consortium 26/27	2,585.00
			Total for 08 - Local Option Budget	**209,371.47**
13 - At Risk (K-12)				
017309	07/15/2026	Imagine Learning	Edgenuity licenses for 2026-2027	8,240.00
017334	07/15/2026	Renaissance	Fastbridge Licenses-T Woodcock	3,016.00
017339	07/15/2026	Southeast Kansas Ed Service	Literacy & Instru. Coaching Consortium	35,250.00
017339	07/15/2026	Southeast Kansas Ed Service	School Improv. Serv. 26-27	14,574.00
017339	07/15/2026	Southeast Kansas Ed Service	Specialized Learning Serv. 26/27	14,000.00
017339	07/15/2026	Southeast Kansas Ed Service	Xello Renewal-L Behrens	2,225.00
			Total for 13 - At Risk (K-12)	**77,305.00**
16 - Capital Outlay				
017290	07/15/2026	CDWG	GoGuardian Renewal-B Dressman	10,500.00
017295	07/15/2026	DCS Services, LLC	Epoxy Flooring MES/Transp	63,592.00
017299	07/15/2026	Electronic Contracting	Fire Alarms/SPED and Industrial Shop	1,206.00
017305	07/15/2026	Hometown Leasing	Copier Lease Payment	4,014.10
017311	07/15/2026	JAMF Software, LLC	MDM Software Renewal-B Dressman	3,000.00
017333	07/15/2026	Pony Express Partnership for	PAT Rent/July	230.00
017343	07/15/2026	Thermal Comfort Air, Inc.	Misc. Maint.	1,213.25

Checks for Payment Listing

Check Number	Check Date	Full Name	Description	Amount
16 - Capital Outlay				
017343	07/15/2026	Thermal Comfort Air, Inc.	New Tank Pump	3,023.61
			Total for 16 - Capital Outlay	**86,778.96**
18 - Driver's Training				
001630	07/15/2026	Driver's License Examination	Driver's Ed Permit Return	-2.00
			Total for 18 - Driver's Training	**-2.00**
24 - Food Service				
017289	07/15/2026	Bob's Locker Plant	Ground Beef Processing/F2P	2,659.00
017323	07/15/2026	Marysville Livestock, Inc.	2 Cows/F2P	7,880.00
017349	07/15/2026	Vering, Phil	Watermelon/F2P	288.00
			Total for 24 - Food Service	**10,827.00**
26 - Professional Development				
001632	07/15/2026	VISA	Hotel/USA Conf-D Schro/T Wood/D	476.32
017307	07/15/2026	Hope Links	Conference-A Hubbard	50.00
017307	07/15/2026	Hope Links	Connect & Empower Conference-L	50.00
017339	07/15/2026	Southeast Kansas Ed Service	Edtech Academy Consortium 26/27	850.00
			Total for 26 - Professional Development	**1,426.32**
34 - Career & Post Secondary Education				
017288	07/15/2026	Blue Valley Technologies	Internet/Phone/Fax	79.16
017324	07/15/2026	Matheson Tri-Gas, Inc.	Welding Consumables-S Piepho	47.12
017335	07/15/2026	SBEC Consortium	Consultant Fee FY26	5,000.00
			Total for 34 - Career & Post Secondary Education	**5,126.28**
55 - Student Revolving				
001629	07/15/2026	ConnexPoint/Revtrak	Monthly Fees/June	42.00
			Total for 55 - Student Revolving	**42.00**
63 - Bond and Interest				
017313	07/15/2026	Kansas State Treasurer	Bond Payment	1,071,484.88
			Total for 63 - Bond and Interest	**1,071,484.88**
78 - Coop Special Education				
017286	07/15/2026	Amazon Capital Services	Pens/Folders/Stand-J Gurtler	172.96
017288	07/15/2026	Blue Valley Technologies	Internet/Phone/Fax	209.84
017292	07/15/2026	City of Marysville	Water	552.26
017303	07/15/2026	Hawkinson, Deborah	Conf Meal Reimb	35.05
017305	07/15/2026	Hometown Leasing	Copier Lease Payment	822.17
017319	07/15/2026	Learning Tree Institute at	Reimb Medicaid Payment/June	48.06
017319	07/15/2026	Learning Tree Institute at	Reimb Medicaid Payment/May	136.78
017320	07/15/2026	LessonPix, Inc.	Yearly subscription-J Gurtler	388.80
017325	07/15/2026	NCS Pearson, Inc.	WISC-D Hawkinson	9.75
017339	07/15/2026	Southeast Kansas Ed Service	Specialized Learning Serv. 26/27	14,000.00
			Total for 78 - Coop Special Education	**16,375.67**
99 - Payroll Clearing				
001631	07/15/2026	Guardian	Ins Prem	5,830.29
017341	07/15/2026	Surency	June Prem, May Ded	344.75
017347	07/15/2026	US Alliance	Ins Prem	449.95
			Total for 99 - Payroll Clearing	**6,624.99**
			Grand Total	**1,570,281.19**

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
017263	06/22/2026	Evergy	Electricity	564.75
017264	06/22/2026	Kansas Gas Service	Heat	219.33
017266	06/22/2026	Postmaster	Stamps-M Schmelzle	78.00
017267	06/22/2026	Walmart - TreviPay	Board Mtg Meal/Office Supp-D	144.23
017268	06/22/2026	WoodRiver Energy	Natural Gas	7.42
			Total for 06 - General Fund	**1,013.73**
08 - Local Option Budget				
017262	06/22/2026	Amazon Capital Services	Door Hardware-D Ballman	163.39
017263	06/22/2026	Evergy	Electricity	20,628.12
017264	06/22/2026	Kansas Gas Service	Heat	367.68
017268	06/22/2026	WoodRiver Energy	Natural Gas	138.80
			Total for 08 - Local Option Budget	**21,297.99**
18 - Driver's Training				
001610	06/22/2026	Driver's License Examination	Driver's Ed Permits	4.00
			Total for 18 - Driver's Training	**4.00**
78 - Coop Special Education				
017263	06/22/2026	Evergy	Electricity	301.25
017264	06/22/2026	Kansas Gas Service	Heat	75.01
017268	06/22/2026	WoodRiver Energy	Natural Gas	7.42
			Total for 78 - Coop Special Education	**383.68**
99 - Payroll Clearing				
017265	06/22/2026	MASA	Ins Prem	546.00
			Total for 99 - Payroll Clearing	**546.00**
			Grand Total	**23,245.40**

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
001626	06/29/2026	VISA	Hotel/State Track-D Nelsen	1,186.74
001627	06/29/2026	VISA/CITI	KTA Fees	5.48
001627	06/29/2026	VISA/CITI	Pizza/Secretary Meeting-D Schroeder	22.98
001627	06/29/2026	VISA/CITI	USA-KS Conf Parking Pass	14.00
017280	06/29/2026	Walmart - TreviPay	Cust. Supplies	158.97
017280	06/29/2026	Walmart - TreviPay	Transportation Supplies	45.56
			Total for 06 - General Fund	**1,433.73**
08 - Local Option Budget				
001627	06/29/2026	VISA/CITI	Chatling Subscription	55.00
			Total for 08 - Local Option Budget	**55.00**
18 - Driver's Training				
001624	06/29/2026	Driver's License Examination	Driver's Ed Permits	8.00
			Total for 18 - Driver's Training	**8.00**
34 - Career & Post Secondary Education				
001627	06/29/2026	VISA/CITI	Artlist.io Music Subscription -K Hynek	119.88
			Total for 34 - Career & Post Secondary Education	**119.88**
35 - Gifts and Grants				
017279	06/29/2026	Food Service	Lunch Donation-MES	165.25
			Total for 35 - Gifts and Grants	**165.25**
99 - Payroll Clearing				
001625	06/29/2026	KPERS Optional Life Ins.	Insurance Premium	267.46
			Total for 99 - Payroll Clearing	**267.46**
			Grand Total	**2,049.32**

Checks for Payment Listing

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
017281	06/30/2026	Kansas Gas Service	Heat	342.08
			Total for 06 - General Fund	**342.08**
24 - Food Service				
017282	06/30/2026	Superintendent's Petty Cash	Reimb Petty Cash	100.00
			Total for 24 - Food Service	**100.00**
			Grand Total	**442.08**

Bank Reconciliation

June 2026 — Bank Account: General Checking Account — Status: O — Created By: Clark, Lindsey M

MARYSVILLE UNIF SCH DIST 364

	System Totals	On Statement	Outstanding
Monthly Beginning Balance			-188,222.36
ACH	-900,900.00	-458,490.78	-442,409.22
Accounts Payable Invoices	0.00	0.00	0.00
Accounts Receivable Invoices	0.00	0.00	0.00
Cash Receipt Deposits	2,524,210.99	2,531,136.27	253.78
Checks	-425,715.55	-375,067.86	-117,777.28
Fee Management Payments	0.00	0.00	0.00
Food Service Payments	0.00	0.00	0.00
Food Service Purchases	0.00	0.00	0.00
Journal Entries	0.00	0.00	0.00
Wire Transfers	-623,997.01	-374,422.81	-378,433.61
Manual Adjustments			-2.00
Grand Totals	**$573,598.43**	**$1,323,154.82**	**-$938,368.33**

Bank Statement Ending Balance	11,622,071.39
+ Outstanding Balance	-938,368.33
- Monthly Ending Balance	10,683,703.06
= Variance	**$0.00**

x Lindsey Clark

x Jody A. Bowna

Current Cash Balance Report

SELECTED Data

Date: 06/01/2026 thru 06/30/2026

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 ATHLETICS	20,943.72	65.00	23.00	0.00	20,985.72
1007 CROSS COUNTRY	-817.50	0.00	0.00	0.00	-817.50
1012 FOOTBALL	6,059.44	0.00	0.00	0.00	6,059.44
1019 GIRL'S TENNIS	-390.00	0.00	0.00	0.00	-390.00
1029 VOLLEYBALL	-62.61	0.00	0.00	0.00	-62.61
1030 BASKETBALL	394.62	0.00	0.00	0.00	394.62
1046 WRESTLING	-1,307.66	0.00	0.00	0.00	-1,307.66
1053 BASEBALL	-2,640.00	0.00	0.00	0.00	-2,640.00
1060 GOLF	-1,650.00	0.00	0.00	0.00	-1,650.00
1066 BOY'S TENNIS	-125.00	0.00	0.00	0.00	-125.00
1073 SOFTBALL	-2,680.00	0.00	0.00	0.00	-2,680.00
1078 TRACK	-1,105.00	0.00	0.00	0.00	-1,105.00
1105 J.H. FOOTBALL	512.74	0.00	0.00	0.00	512.74
1108 J.H. VOLLEYBALL	-134.68	0.00	0.00	0.00	-134.68
1120 J.H. WRESTLING	1,287.98	0.00	0.00	0.00	1,287.98
1123 J.H. GIRL'S BASKETBALL	-456.71	0.00	0.00	0.00	-456.71
1126 J.H. BOY'S BASKETBALL	-84.38	0.00	0.00	0.00	-84.38
1132 J.H. TRACK	-770.00	0.00	0.00	0.00	-770.00
A ATHLETICS Totals:	16,974.96	65.00	23.00	0.00	17,016.96
B CLASSES					
2020 CLASS OF 2020	1,479.59	0.00	0.00	0.00	1,479.59
2021 CLASS OF 2021	193.57	0.00	0.00	0.00	193.57
2022 CLASS OF 2022	17.91	0.00	0.00	0.00	17.91
2023 CLASS OF 2023	167.35	0.00	0.00	0.00	167.35
2024 CLASS OF 2024	173.69	0.00	0.00	0.00	173.69
2025 CLASS OF 2025	760.28	0.00	0.00	0.00	760.28
2026 CLASS OF 2026	169.99	0.00	0.00	0.00	169.99
2027 CLASS OF 2027	4,297.17	0.00	0.00	0.00	4,297.17
2028 CLASS OF 2028	11,636.57	0.00	0.00	0.00	11,636.57
2029 CLASS OF 2029	1,900.11	820.00	0.00	0.00	2,720.11
B CLASSES Totals:	20,796.23	820.00	0.00	0.00	21,616.23
C CLUBS					
3000 S.H. ANNUAL	20,491.34	105.00	4.36	0.00	20,591.98
3001 LIFTERS CLUB	10,166.85	0.00	1,189.72	0.00	8,977.13
3002 BULLDOG CLUB	19,119.21	0.00	2,112.05	0.00	17,007.16
3003 BAND CLUB	4,814.95	0.00	0.00	0.00	4,814.95
3004 FBLA	27,383.38	0.00	1,308.72	199.85	26,274.51
3005 F.F.A.	42,898.76	1,575.00	49.65	0.00	44,424.11
3006 F.C.C.L.A.	13,589.13	0.00	0.00	0.00	13,589.13
3008 KAYS	1,251.96	0.00	0.00	0.00	1,251.96
3009 M-CLUB	11,935.03	294.00	880.06	0.00	11,348.97
3010 S.H. STUDENT COUNCIL	3,782.13	0.00	0.00	0.00	3,782.13
3011 MATMAIDS	565.76	0.00	0.00	0.00	565.76
3013 ART CLUB	2,927.61	0.00	0.00	0.00	2,927.61
3014 DRAMA CLUB	1,541.32	0.00	0.00	0.00	1,541.32
3015 KSCFL	1,320.12	899.00	408.98	0.00	1,810.14
3016 VOCAL MUSIC CLUB	104.59	0.00	0.00	0.00	104.59
3017 BOYS' WRESTLING CLUB	5,481.58	0.00	0.00	0.00	5,481.58
3018 GIRLS' WRESTLING CLUB	6,311.40	360.00	0.00	0.00	6,671.40
3019 S.A.D.D.	988.93	0.00	0.00	0.00	988.93
3020 CHEERLEADERS	1,777.60	10,210.00	5,999.23	0.00	5,988.37
3021 SCHOLARS' BOWL	532.91	0.00	0.00	0.00	532.91

Current Cash Balance Report

SELECTED Data

Date: 06/01/2026 thru 06/30/2026

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
3026 GBB CLUB	4,823.64	100.00	0.00	0.00	4,923.64
3027 BBB CLUB	2,686.99	0.00	0.00	0.00	2,686.99
3028 VB CLUB	1,044.85	0.00	0.00	0.00	1,044.85
3029 SOFTBALL CLUB	7,426.34	0.00	0.00	0.00	7,426.34
3030 BASEBALL CLUB	1,422.15	0.00	0.00	0.00	1,422.15
3031 TENNIS - GIRLS	1,857.61	100.00	0.00	0.00	1,957.61
3032 TENNIS - BOY'S	1,446.36	100.00	0.00	0.00	1,546.36
3037 J.H. WRESTLING CLUB	715.79	0.00	0.00	0.00	715.79
3038 GOLF CLUB	874.64	0.00	0.00	0.00	874.64
3041 YOGOWYPI	888.14	0.00	0.00	0.00	888.14
3042 SPANISH CLUB	393.95	0.00	0.00	0.00	393.95
3043 TRACK CLUB	591.28	0.00	0.00	0.00	591.28
3044 CROSS COUNTRY CLUB	986.86	0.00	0.00	0.00	986.86
3045 NATIONAL HONOR SOCIETY CLUB	2,130.33	0.00	0.00	0.00	2,130.33
3048 VIDEOGRAPHY CLUB	922.65	0.00	0.00	0.00	922.65
3049 PHOTO SERVICES	5,034.42	0.00	0.00	-199.85	4,834.57
3051 BIOLOGY CLUB	4,479.55	0.00	0.00	0.00	4,479.55
3052 POPULAR MUSIC LAB	3.82	0.00	0.00	0.00	3.82
3055 FOOTBALL CLUB	2,678.39	515.00	0.00	0.00	3,193.39
3056 TRI-M CLUB	1.00	0.00	0.00	0.00	1.00
3062 FFA CATTLE FUND	2.31	0.00	0.00	0.00	2.31
3063 COLOR GUARD	282.04	0.00	0.00	0.00	282.04
3064 ROBOTICS CLUB	606.86	0.00	0.00	0.00	606.86
3065 LIFE SKILLS	1,280.06	0.00	0.00	0.00	1,280.06
3066 FFA GREENHOUSE	4,795.35	0.00	0.00	0.00	4,795.35
3069 DANCE	4,288.39	0.00	0.00	0.00	4,288.39
C CLUBS Totals:	228,648.33	14,258.00	11,952.77	0.00	230,953.56
D SCHOLARSHIPS					
4004 SCHOLARSHIPS	0.00	600.00	600.00	0.00	0.00
D SCHOLARSHIPS Totals:	0.00	600.00	600.00	0.00	0.00
E STUDENT REVOLVING					
5002 IND. ARTS-SIEMENS	0.00	0.00	0.00	0.00	0.00
5005 S.H. & J.H. BOOK RENTALS	0.00	0.00	0.00	0.00	0.00
5007 MARYSVILLE METAL WORKS	16.70	0.00	0.00	0.00	16.70
5008 AG LAB ROOM	252.33	0.00	0.00	0.00	252.33
E STUDENT REVOLVING Totals:	269.03	0.00	0.00	0.00	269.03
F JR. HIGH					
6002 J.H. STUDENT COUNCIL	2,281.08	0.00	0.00	0.00	2,281.08
F JR. HIGH Totals:	2,281.08	0.00	0.00	0.00	2,281.08
G MISC.					
3061 CONCESSIONS	1,619.97	0.00	0.00	0.00	1,619.97
3070 SPED VENDING	866.86	0.00	0.00	0.00	866.86
3071 JAG	807.05	0.00	0.00	0.00	807.05
7001 OPERATING EXPENSE	1,474.03	0.00	0.00	0.00	1,474.03
7008 LIBRARY FEES	2,195.92	0.00	0.00	0.00	2,195.92
7009 PEPSI	4,506.04	0.00	0.00	0.00	4,506.04
7013 MARSHALL CO. SPEECH EXPERIENCE	234.83	0.00	0.00	0.00	234.83
7014 SCHOOL SUPPLIES	53,058.09	0.00	0.00	0.00	53,058.09
7016 COURTESY FUND	110.69	0.00	0.00	0.00	110.69
7017 ATHLETICS/ACTIVITIES IMPROVEMENT	19,320.33	500.00	0.00	0.00	19,820.33
G MISC. Totals:	84,193.81	500.00	0.00	0.00	84,693.81

SELECTED Data

Current Cash Balance Report

Arranged by:
Group ID and Activity Number

Date: 06/01/2026 thru 06/30/2026

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H ACTIVITY TICKETS					
8000 ACTIVITY TICKETS	9,169.11	367.37	327.82	0.00	9,208.66
8001 S.H. & J.H. REVENUE	6,410.43	0.00	0.00	0.00	6,410.43
8003 MARYSVILLE ELEM.-REVENUE	1,049.73	0.00	0.00	0.00	1,049.73
8005 GOOD SHEPHERD -REVENUE	92.08	0.00	0.00	0.00	92.08
8006 ST. GREGORY'S -REVENUE	626.15	0.00	0.00	0.00	626.15
H ACTIVITY TICKETS Totals:	17,347.50	367.37	327.82	0.00	17,387.05
Report Totals:	370,510.94	16,610.37	12,903.59	0.00	374,217.72

Junior High/Senior High Activity Account Bank Reconciliation

June - 2026

Statement Balance	$379,996.75
Outstanding Checks	$5,779.03
TOTAL BOOK BALANCE	$374,217.72

Bank Statement Reconciliation Summary

1.	Statement Balance	40,720.34
2.	- Outstanding Checks	0.00
3.	+ Outstanding Receipts	0.00
4.	Total	40,720.34
5.	+ Investments	0.00
6.	Book Balance	40,720.34

UNIFIED SCHOOL DISTRICT #364

DEPOSITORY SECURITY

as of June 30, 2026

Checking Balance	FDIC Coverage	District Uninsured Public Money	Statutory Collateral Requirement (102%)	Market Value	Compliant
$10,358,585.31	$250,000.00	$10,108,585.31	$10,310,757.02	$45,926,589.74	Yes

*Pursuant to **Kansas HB 2152**, our depository bank now secures school funds via a centralized state-monitored pool rather than individual distinct bond allocations. The market value shown represents the bank's total pooled security backing all local public deposits, which the Kansas State Treasurer continually monitors to ensure it stays at or above the 102% legal safety threshold.

MARYSVILLE UNIFIED SCHOOL DISTRICT #364
Report of Transportation
Year to Date Through June 2026

Transportation Report	Activity Bus Bus 1	Chevy Truck Bus 2	Activity Bus Bus 3	Bus 4	Traverse Bus 5	Suburban Bus 6	Bus 7	Bus 8
Mileage	7,073	1,476	12,464	0	12,082	11,299	0	0
Amount paid drivers for Act. Trips	$124.88	$0.00	$1,763.15	$0.00	$44.61	$17.77	$0.00	$0.00
Gas								
Gallons	1101.5	147.4	1752.1	0.0	426.0	480.2	0.0	0.0
TOTAL Cost	$3,803.15	$384.41	$6,029.24	$0.00	$1,126.11	$1,367.40	$0.00	$0.00
Cost per gallon	$3.4527	$2.6079	$3.4412	#DIV/0!	$2.6435	$2.8476	#DIV/0!	#DIV/0!
Oil								
Quarts	17	6	17	0	6	8	0	0
Cost	$68.69	$34.14	$68.69	$0.00	$28.14	$30.25	$0.00	$0.00
Parts	$836.53	$224.97	$1,607.14	$0.00	$15.00	$0.00	$0.00	$0.00
Labor	$378.96	$0.00	$126.32	$0.00	$110.00	$0.00	$0.00	$0.00
Tires & Tubes	$428.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Drivers Salary	$14,322.76	$0.00	$13,700.00	$50.00	$0.00	$0.00	$0.00	$0.00
Cost Per Mile	$3.3583	$0.5058	$2.2270	#DIV/0!	$0.2061	$0.1730	#DIV/0!	#DIV/0!
Year to Date Cost	$23,753.37	$746.59	$27,757.12	$429.42	$2,490.50	$1,955.05	$0.00	$0.00

	Suburban		Maintenance	ERC CAR			Activity Bus
Transportation Report	Bus 9	Bus 10	Bus 11	Bus 12	Bus 14	Bus 15	Bus 16
Mileage	11,477	0	1,145	7,488	12,167	6,641	11,934
Amount paid drivers for Act. Trips	$0.00	$0.00	$0.00	$0.00	$74.35	$53.31	$305.41
Gas							
Gallons	502.0	0.0	156.1	255.9	1362.5	693.1	1226.9
TOTAL Cost	$1,482.47	$0.00	$440.39	$698.07	$3,700.99	$1,866.60	$3,299.55
Cost per gallon	$2.9531	#DIV/0!	$2.8212	$2.7279	$2.7163	$2.6931	$2.6893
Oil							
Quarts	8	0	0	6	24	12	24
Cost	$30.25	$0.00	$0.00	$34.14	$194.55	$43.60	$101.69
Parts	$0.00	$880.48	$0.00	$70.97	$1,067.61	$482.50	$159.91
Labor	$0.00	$1,380.30	$0.00	$0.00	$1,215.00	$126.32	$0.00
Tires & Tubes	$0.00	$0.00	$0.00	$0.00	$777.70	$86.00	$379.38
Drivers Salary	$0.00	$1,224.23	$0.00	$0.00	$17,547.86	$16,765.82	$23,713.86
Cost Per Mile	$0.1852	#DIV/0!	$0.5565	$0.1416	$1.8183	$2.8748	$2.7341
Year to Date Cost	$2,125.75	$6,260.28	$637.22	$1,060.25	$22,122.80	$19,091.62	$32,629.27

Passenger Car

Transportation Report	Bus 17	Bus 18	Bus 19	Bus 20	Bus 21	Bus 22	Bus 23
Mileage	1,411	9,076	0	4,833	9,532	949	9,036
Amount paid drivers for Act. Trips	$0.00	$0.00	$0.00	$3,971.83	$0.00	$0.00	$53.31
Gas							
Gallons	61.0	243.4	0.0	681.1	1082.4	81.0	580.4
TOTAL Cost	$176.32	$654.16	$0.00	$2,511.06	$2,924.13	$221.23	$1,614.01
Cost per gallon	$2.8905	$2.6876	#DIV/0!	$3.6868	$2.7015	$2.7312	$2.7809
Oil							
Quarts	5	10	0	17	12	0	12
Cost	$25.04	$56.98	$0.00	$94.50	$62.19	$0.00	$58.43
Parts	$499.94	$416.00	$0.00	$157.99	$771.71	$0.00	$0.00
Labor	$0.00	$40.00	$0.00	$252.64	$550.00	$0.00	$0.00
Tires & Tubes	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Drivers Salary	$0.00	$0.00	$0.00	$0.00	$3,050.00	$0.00	$0.00
Cost Per Mile	$0.6205	$0.2321	#DIV/0!	$1.7076	$1.0316	$0.3332	$0.2527
Year to Date Cost	$875.55	$2,106.80	$1,580.99	$8,252.94	$9,832.87	$316.23	$2,283.04

Transportation Report	Bus 24	Bus 25	Bus 26	Bus 27	Bus 28	Special Ed. Bus 29	Special Ed. Bus 30
Mileage	12,110	9,514	0	0	3,112	367	0
Amount paid drivers for Act. Trips	$195.47	$103.66	$0.00	$0.00	$2,015.93	$0.00	$0.00
Gas							
Gallons	755.5	1346.5	0.0	0.0	396.5	76.1	0.0
TOTAL Cost	$2,071.36	$4,590.24	$0.00	$0.00	$1,320.04	$185.54	$0.00
Cost per gallon	$2.7417	$3.4090	#DIV/0!	#DIV/0!	$3.3292	$2.4381	#DIV/0!
Oil							
Quarts	18	0	0	0	0	0	0
Cost	$86.57	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Parts	$0.00	$0.00	$0.00	$0.00	$253.65	$0.00	$0.00
Labor	$0.00	$0.00	$0.00	$0.00	$1,073.72	$0.00	$0.00
Tires & Tubes	$0.00	$0.00	$0.00	$0.00	$0.00	$302.98	$0.00
Drivers Salary	$0.00	$13,507.47	$0.00	$0.00	$1,772.08	$0.00	$0.00
Cost Per Mile	$0.3177	$2.1001	#DIV/0!	#DIV/0!	$2.3982	$1.6639	#DIV/0!
Year to Date Cost	$3,847.07	$19,980.44	$495.50	$0.00	$7,463.26	$610.66	$50.46

	Passenger Car	Special Ed.				Maintenance	Activity Bus
Transportation Report	Bus 31	Bus 32	Bus 33	Bus 34	Bus 35	Bus 36	Bus 37
Mileage	499	1,931	2,095	1,829	0	0	4,160
Amount paid drivers for Act. Trips	$0.00	$17.77	$675.26	$888.50	$0.00	$0.00	$3,715.88
Gas							
Gallons	30.2	240.0	142.6	135.8	0.0	0.0	588.0
TOTAL Cost	$88.64	$661.78	$454.84	$360.14	$0.00	$0.00	$1,896.19
Cost per gallon	$2.9351	$2.7574	$3.1896	$2.6520	#DIV/0!	#DIV/0!	$3.2248
Oil							
Quarts	0	6	0	6	0	0	0
Cost	$0.00	$28.14	$0.00	$21.65	$0.00	$0.00	$0.00
Parts	$504.28	$448.93	$0.00	$196.95	$296.61	$7.50	$7,563.92
Labor	$142.50	$0.00	$0.00	$0.00	$0.00	$0.00	$1,180.56
Tires & Tubes	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Drivers Salary	$0.00	$9,019.35	$0.00	$0.00	$0.00	$0.00	$0.00
Cost Per Mile	$1.6907	$5.6810	$1.0196	$1.6039	#DIV/0!	#DIV/0!	$3.5516
Year to Date Cost	$843.65	$10,969.98	$2,135.98	$2,933.59	$296.61	$7.50	$14,774.81

	Food Van	Vo Ag	Bulldog Bus					
Transportation Report	Bus 38	Bus 39	Bus 40	Bus 42	Bus 43	OFFICE/ HELP	TRANS. SUPV	TOTAL
Mileage	787	0	11,557	0	0	0	0	178,044
Amount paid drivers for Act. Trips	$0.00	$0.00	$11,385.03	$0.00	$0.00	$0.00	$0.00	$25,406.12
Gas								
Gallons	211.0	20.0	1469.8	102.6	0.0	0.0	0.0	16347.6
TOTAL Cost	$556.18	$77.92	$5,187.72	$324.70	$0.00	$0.00	$0.00	$50,074.58
Cost per gallon	$2.6359	$3.8960	$3.5295	$3.1647	#DIV/0!	#DIV/0!	#DIV/0!	$3.0631
Oil								
Quarts	0	0	0	0	0	0	0	214
Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,067.64
Parts	$231.82	$525.45	$1,468.12	$0.00	$0.00	$0.00	$0.00	$18,687.98
Labor	$315.80	$189.00	$1,184.44	$0.00	$0.00	$0.00	$0.00	$8,265.56
Tires & Tubes	$0.00	$0.00	$1,050.00	$0.00	$0.00	$0.00	$0.00	$3,024.81
Drivers Salary	$0.00	$0.00	$0.00	$0.00	$5,635.36	$11,488.85	$40,787.36	$172,585.00
Cost Per Mile	$1.5078	#DIV/0!	$1.4387	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	$1.8995
Year to Date Cost	$1,186.62	$792.37	$16,626.69	$285.16	$5,635.36	$13,961.00	$54,996.29	$338,193.50

6/11/2026	10022	The UFO Handbook	Hendry	copyright 1979 - outdated; no circulation since 2003
6/11/2026	10025	Mysteries of the Unknown: The UFO phenomenon		copyright 1987; outdated; no circulation ever
6/11/2026	19018	UFOs, JFK, and Elvis: Conspiraciies you don't have to be crazy to believe	Richard Belzer	copyright 1997; outdated; checked out once in 20 years
6/11/2026	10026	Great Mysteries: The Bermuda triangle	Gaffron	copyright 1987; outdated; no circulation since 2005
6/11/2026	13316	All I really need to Know I learned in kindergarten	Fulghum	no circulation since 2005
6/11/2026	10042	ESP, Seers, and Psychics	Christopher	copyright 1970; no checkouts since 2001
6/11/2026	10045	Paranormal Phenomena	O'Neill	copyright 1991; no circulation since 2000
6/11/2026	22909	Satanism: rumor, reality, and controversy	Ottens	copyright 1994; no circulation since 2004
6/11/2026	10070	Psychoanalysis: From Freud to the age of therapy	Stwertka	copyright 1988; will order updated literature
6/11/2026	25383	Anger Management	Peacock	copyright 2000; no circulation
6/11/2026	10595	Mindmapping	Wycoff	copyright 1991; no circulation
6/11/2026	25424	Making Tough Decisions	Wandberg	copyright 2001; no circulation
6/11/2026	25405	When a Parent Dies	Bratman	copyright 1998; no circulation; possibly order updated literature
6/11/2026	12154	Daily Reflections for highly effective people	Covey	copyright 1994; no circulation
6/11/2026	11121	If Success if a game, these are the rules	Carter-Scott	copyright 2000; no circulation
6/11/2026	11907	The Day Christ Died	Bishop	copyright 1957; low circulation
6/11/2026	11918	Bulfinch's Mythology	Bulfinch	no circulation
6/11/2026	13785	Zen for Modern Living	Gillett	copyright 2001; outdated; no circulation
6/11/2026	10155	Islam	Farah	copyright 1968; outdated; will order updated literature
6/11/2026	10192	Politics and the press	Kronenwetter	copyright 1987; no circulation
6/11/2026	17654	Growing up on a farm: responsibilities and issues		Outdated; no circulation
6/11/2026	17132	Saudi Arabia	Sinkler	copyright 2003; no circulation
6/11/2026	17897	Renewable and Alternative Energy Resources	Smith	Outdated; no circulation
6/11/2026	10726	Foreign Oil Dependence	Haley	Outdated; no circulation
6/12/2026	25436	The Right to Bear Arms	Sommers	copyright 2001; no circulation
6/12/2026	15766	Equal Justice	Woods	copyright 1987; no circulation since 1997
6/12/2026	17067	Policing the Internet		outdated; no circulation since it's publication in 2007
6/12/2026	10471	Uniforms of the Army	Rankin	copyright 1967; no circulation since 1993
6/12/2026	10004	Forensics	Platt	copyright 2004; outdated; no circulation ever; will order updated literature
6/12/2026	23261	Forensic Science	Campbels	copyright 1999; outdated; will order updated literature
6/26/2026	19485	Rainforests	Warburton	copyright 1990; outdated; will look for updated literature
6/26/2026	20941	Cheyenne Bottoms	Zimmerman	outdated; no circulation
6/26/2026	16285	Aliens and Extraterrestrials - are we alone?	Asimov	outdated; will look for updated literature
6/26/2026	10965	Red-tails in love	Winn	copyright 1998; no circulation ever
6/26/2026	18630	Whales & dolphins	Cox	damaged
6/29/2026	12307	The Astonauts: First 25 years	Yenne	outdated; no circulation
6/29/2026	25373	Building a Stock Car	DeBoard	outdated; no circulation
6/29/2026	22271	Complete Guide to flower gardening	Roth	no circulation since 2003
6/29/2026	11259	The Lord God made them all	Herriot	no circulation since 1993
6/29/2026	12314	All things wise and wonderful	Herriot	no circulation since 1986
6/29/2026	25412	Genetic engineering	Judson	outdated; no circulation
7/6/2026	22036	The ultimate golfer		outdated; will update
7/6/2026	11912	NFL: AFC east		outdated
7/6/2026	19147	NFL: AFC west		outdated
7/6/2026	19145	NFL: AFC south		outdated
7/6/2026	19146	NFL: AFC north		outdated
7/6/2026	19149	NFL: NFC south		outdated
7/6/2026	19148	NFL: NFC west		outdated
7/6/2026	19140	NFL: NFC north		outdated
7/6/2026	11599	The story of football	Leckie	outdated; very little circulation
7/6/2026	11597	New England Patriots	Fox	copyright 1979; outdated; very little circulation
7/6/2026	17398	The builders: Marvels of engineering		pages falling out; not repairable
7/6/2026	11638	Pitching	Palmer	outdated; no circulation
7/6/2026	11642	100 greatest baseball players of all time	Ritter	copyright 1981; outdated

GAAP WAIVER

RESOLUTION

WHEREAS the U.S.D. #364, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2027 to be prepared in conformity with the requirements of K.S.A. 75-1120a (a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the U.S.D. #364 or the members of the general public of the District and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a (a) for the year ended June 30, 2026.

NOW, THEREFORE BE IT RESOLVED, by the district of U.S.D. #364, Kansas, in regular meeting duly assembled this 14th day of July, 2025, that the district requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the District for the year ended June 30, 2027.

BE IT FURTHER RESOLVED that U.S.D. #364 shall cause the financial statements and financial reports of the district to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 364, Marshall County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 364, Marshall County, Kansas, that an activity fund designated as the Marysville Junior/Senior High Activity Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

The fund shall be administered by principal. The secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 364, Marshall County, Kansas, the 15th day of July, 2026.

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 364, Marshall County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 364, Marshall County, Kansas, that an activity fund designated as the Marysville Elementary Activity Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

The fund shall be administered by principal. The secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 364, Marshall County, Kansas, the 15th day of July, 2026.

RESOLUTION TO ESTABLISH SUPERINTENDENT'S PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 364, Marshall County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 364, Marshall County, Kansas that a petty cash fund designated as the Superintendent's Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of $ 1,500.00.

The fund shall be administered by the Superintendent of Schools. The board clerk shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each quarter and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply. ADOPTED by the Board of Education of Unified School District 364, Marshall County, Kansas, the 15th Day of July, 2026.

RESOLUTION FOR DESTRUCTION OF RECORDS

BE IT RESOLVED THAT, the Board of Education of Unified School District No. 364, Marshall County, Kansas hereby authorizes the Clerk of the Board to destroy the following records pursuant to K.S.A. 72-5369 and 72-5370.

Bookkeeping Records for 2018-2019 and prior

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 364, Marshall County, Kansas, on the 15th day of July, 2026.

_____

Clerk of the Board of Education

2026-2027 Board Committees

Special Education Advisory Council

Rose Shelburne
Liberty Price-Obley

Government Relations Representative

Rose Shelburne

Foundation Board Members

Rose Shelburne
OPEN

Negotiations Team

Travis Pralle
Liberty Price-Obley
Buster Schmitz

Facilities & Finance Committee

Travis Pralle
Tony Duever
Tyson Anderson

Policy Review Committee

Craig Harries
Liberty Price-Obley
Buster Schmitz

Farm to Plate

Travis Pralle
Craig Harries

Milk Bids
July 2026

	Kemps/Dean Foods		F&A Food Sales		Cash-Wa		Hiland Dairy Foods	
	Escalator	*Firm*	*Escalator*	*Firm*	*Escalator*	*Firm*	*Esc./Drop*	*Esc./Full*
l/2 pt. Grade A Pasteurized Homogenized White Milk in plastic coated containers, 1% Butterfat	-	-	-	-	-	-	-	0.4700
l/2 Pt. Grade A Pasteurized Homogenized White Milk in plastic coated containers, 2%	-	-	-	-	-	-	-	0.4800
l/2 Pt. Grade A Pasteurized Homogenized White Milk in plastic coated containers, Whole	-	-	-	-	-	-	-	0.4950
l/2 Pt. Grade A Pasteurized Homogenized White Milk in plastic coated containers, Skim	-	-	-	-	-	-	-	0.4700
l/2 pt. Grade A Pasteurized Homogenized Chocolate Milk in plastic coated containers, 1% Butterfat	-	-	-	-	-	-	-	0.4800
l/2 Pt. Grade A Pasteurized Homogenized Chocolate Milk in plastic coated containers, 2%	-	-	-	-	-	-	-	0.4950

l/2 Pt. Grade A Pasteurized Homogenized Chocolate Milk in plastic coated containers, Whole	-	-	-	-	-	-	-	n/a
l/2 Pt. Grade A Pasteurized Homogenized Chocolate Milk in plastic coated containers, Skim	-	-	-	-	-	-	-	n/a
l/2 pt. Grade A Pasteurized Homogenized Strawberry Milk in plastic coated containers, 1% Butterfat	-	-	-	-	-	-	-	0.4800
l/2 Pt. Grade A Pasteurized Homogenized Strawberry Milk in plastic coated containers, 2%	-	-	-	-	-	-	-	n/a
l/2 Pt. Grade A Pasteurized Homogenized Strawberry Milk in plastic coated containers, Whole	-	-	-	-	-	-	-	n/a
l/2 Pt. Grade A Pasteurized Homogenized Strawberry Milk in plastic coated containers, Skim	-	-	-	-	-	-	-	n/a
4 oz. Carton Orange Juice	-	-	-	-	-	-	-	0.3000
4 oz. Carton Apple Juice	-	-	-	-	-	-	-	0.2800

DFE - Investment of Funds

The board shall designate the banks, savings and loan associations, and savings banks that shall serve as depositories of the district's funds and the officer(s) and employee(s) that shall serve as depositories of the board's funds on behalf of the district. Any changes in such designations shall be ratified by board action and recorded in board minutes. The depositories designated by the board shall be responsible for investment of school district monies, and no individual authorized to have custody of board and district funds shall deposit such funds other than at banks, savings and loan associations, and savings banks designated by the board.

Any monies not immediately required for the purposes for which the monies were collected or received may be invested as provided by current statute. Investment objectives are to protect the investment principal, provide liquidity, and maximize investment return.

All offerings of monies for investment shall state the type of investment, the amount to be invested, and the maturity date of each investment. All responses shall be directed to the superintendent, or one of the board's designated depositories as designated by the superintendent, and shall be specified on the basis of simple interest.

Posting Securities

All investments of district monies not covered by the Federal Deposit Insurance Corporation (F.D.I.C.) coverage shall be secured to 102% of the amount of district monies by a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law or by the public moneys pooled method. Any investments in savings deposits, demand deposits, time deposits, open accounts, certificates of deposit, or time certificates of deposit in excess of the amount insured or guaranteed by the F.D.I.C. shall be secured by the Pool Money Investment Board with the Kansas State Treasurer. All investments acquired by repurchase agreements shall be perfected in the name of the district and shall be delivered to a third-party custodian, which may be the Kansas State Treasurer. Exceptions to the required posting of securities shall be only as provided by law and with approval of the board.

Savings Investments

All banks, savings and loan associations, and savings banks (hereafter "financial institution(s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. The depository institution shall have two business days to respond to the request for proposals. Proposals for savings type accounts will be for maturities of not more than two years. If one or

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more financial institutions will pay an interest rate equal to or greater than the investment rate, the district shall select one or more of the eligible financial institutions.

Repurchase Investments

The district may also make requests for proposals to invest in repurchase agreements for direct obligations of, or obligations that are insured as the principal and interest by, the United States government or any agency thereof with financial institutions located in the district. If there is no financial institution in the district, or the in-district institutions are not willing to pay an interest rate equal to or greater than the investment rate, then the district may use financial institutions in the county or counties in which the district is located. If no financial institution listed above is willing to enter into an agreement at an interest rate equal to or greater than the investment rate, then the district may enter into agreements with financial institutions located within Kansas.

Selection of Proposals

Distribution of monies for investment shall be as follows:

A depository designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date, the maturity date of the investment, and the type of investment. Each financial institution responding shall submit a proposal for the type of investment and the rate of interest it would pay on each type of investment for all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate on each type of investment.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the depository designated by the board.

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DFE - Investment of Funds **DFE-3**

The district treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal for each type of investment; the amount of monies the financial institution is willing to accept at the rate proposed.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible financial institution shall have on file in the office of the district treasurer a letter requesting its inclusion in any request for proposal and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

Approved:

KASB recommendation 6/06; 4/07; 6/18; 12/19; 6/20; 6/25; 6/26

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EBBE - Emergency Drills

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. "Crisis drills" includes intruder response drills, lockdown drills, and active shooter drills but does not include active shooter simulations. The two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Active Shooter Drills

For the purposes of this policy, terms have the following meanings.

“Active shooter drill” means an emergency preparedness drill designed to inform and instruct students, teachers, school personnel and other school staff on how to respond in the event that an armed intruder is on the school campus or an armed assailant is in the immediate vicinity of the school. "Active shooter drill" includes:

- For grades kindergarten through five, instruction through tabletop exercises and identification of appropriate places for students to locate during an emergency; and
- for grades six through 12, the information described earlier in this definition and the practice of active shooter drills.

“Active shooter drill” does not include any sensory components, activities or elements that mimic a real-life shooting. "Active shooter drill" is not an active shooter simulation.

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"Active shooter simulation" means an emergency exercise, including full-scale or functional exercises, designed to inform and instruct adult teachers, school personnel and other school staff on how to respond in the event of an armed intruder on the school campus or an armed assailant in the immediate vicinity of the school. "Active shooter simulation" includes activities or elements mimicking a real-life shooting, including, but not limited to, simulation of tactical response by law enforcement. "Active shooter simulation" does not include active shooter drills.

"School" means any elementary or secondary public school maintained and operated by a school district and any accredited nonpublic school that provides any of the grades kindergarten through 12.

"Tabletop exercise" means an exercise designed to help students better understand their individual or group roles and responsibilities. "Tabletop exercises" may include constructive problem-solving as it relates to an armed intruder on the school property or an armed assailant in the immediate vicinity of the school and may incorporate age-appropriate written or video scenarios for students to follow.

The district shall conduct active shooter drills that are consistent with the guidelines published by the Kansas State Department of Education.

Once per year, the board shall review the efficacy and effect of active shooter drills and any impacts of such drills on the safety and mental health of students, teachers, and other school personnel and staff.

The principal in any district school where an active shooter drill, active shooter simulation, or tactical training exercise is to take place shall ensure a school employee notifies each parent or person acting as parent at least 24 hours prior to an active shooter drill, active shooter simulation, or tactical training exercise. The notice shall provide that the parent or person acting as parent may opt their student out of participation in such drill or simulation. Any student who is opted out of an active shooter drill or simulation shall have the opportunity to participate in alternative safety education and shall not receive any negative or punitive treatment for not participating in such drill or simulation. If notice cannot be provided at least 24 hours prior to an active shooter drill or simulation, notice shall be provided within 24 hours of the conclusion of the active shooter drill or simulation.

Nothing in this section shall be deemed to supersede or limit the ability of a parent or person acting as parent to opt their student out of participation in an active shooter drill or simulation; or require any school to conduct active shooter drills in a manner that conflicts with the guidelines published by the Kansas State Department of Education.

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EBBE - Emergency Drills **EBBE-3**

Except as otherwise provided in this policy regarding tactical training exercises with law enforcement, no school shall conduct, sponsor, or permit any active shooter simulation on school property where students in grades kindergarten through eight regularly attend school.

The board of education or governing body of a school may conduct, sponsor, or permit active shooter simulations on school property, if only students in grades 9 through 12 regularly attend school on such school property.

Nothing in this section shall prohibit law enforcement agencies and adult school personnel from conducting or participating in tactical training exercises on school property if:

- The exercises do not occur during regular school hours or any time when students are present or expected to be present;
- no student participates in such exercises; and
- the board has provided prior written authorization for the use of school property for such exercises.

Approved:

KASB Recommendation–7/96; 4/07; 12/18; 6/19; 6/26

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GAAC – Sex-Based Discrimination

(See GAF and JGEC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates. Discrimination on the basis of sex, including sexual harassment, of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including sexual harassment, is unlawful discrimination under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

The Board Clerk at the District Office, 211 S 10th, Marysville, KS 66508, (785) 562-5308, option 1, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the designated compliance coordinator identified herein. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Definitions

For the purposes of this policy, the following definitions apply.

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator.

"Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship

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shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

"Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, investigator, or informal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Kansas.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

"Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

"Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

"Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving

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sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy. Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, the employee's supervisor, or other designated district official may face disciplinary action.

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 for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any informal resolution facilitator shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

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Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Within 10 business days of any reports of sexual harassment, the Title IX Coordinator shall, contact the complainant and discuss the availability of supportive measures, with or without the filing of a formal complaint; consider the complainant's wishes as to supportive measures; and inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

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Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

Initiation of Formal Grievance Process for Sexual Harassment Complaints

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
    - the identities of the parties involved, if known;
    - the conduct allegedly constituting sexual harassment; and
    - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations to known parties.

Formal Complaint Investigations Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;

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- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by an advisor of their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors simultaneously.

The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;

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- describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- include the findings of fact supporting the determination;
- address any district policies and/or conduct rules which apply to the facts;
- a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on any of the following:

- Procedural irregularity that affected the outcomes;

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- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of determination of responsibility. Within 30 days after the appeal is filed, the appeal decision-maker shall issue a written decision, including the rationale for the decision, and

provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be published in district handbooks and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, , or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

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IHF - Graduation Requirements

(See JFCA)

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, students must earn 24 academic credits and complete two accomplishments that demonstrate the student will be a successful high school graduate that meet state and district requirements. This credit requirement shall apply beginning with those students who will enter the ninth grade in the school year following the effective date of the additional requirement.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case-by-case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved:

KASB Recommendation 9/97; 6/04; 4/07; 6/15; 12/25; 6/26

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IIBGC - Staff Online Activities

(See GAF, GBU, IIBG, IIBGA, and KGA)

Employees are encouraged to use district electronic mail and other district technology and resources to promote student learning and to communicate with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools utilized by employees with students shall be used in accordance with law and appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, administrators, classroom teachers, and extracurricular and co-curricular activity coaches and sponsors, may set up social media accounts using district technological resources, following district policy and procedures to promote and enhance communications with students, parents, and the community concerning school-related programs and activities as well as for the purpose of supplementing classroom instruction. Social media sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities, as allowed by law and this policy.

Definitions

For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:

- Any online website or application whose primary purpose is educational;
- Any platform approved by the board if such platform:
    - Is owned, licensed, or contractually controlled by the school district;
    - allows for required user accounts;
    - allows communications to be monitored, archived, retained, or audited in compliance with policy or law;
    - is accessible to parents or guardians; and
    - used by employees in accordance with policy;
- email;

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- direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and
- any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.

For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes" does not include private communications, direct communications, or two-way communications with any student.

Use of Social Media for District Purposes

In order for district employees to utilize a social media platform for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request permission from the superintendent or the superintendent's designee(s) prior to using any social media platform for district purposes.
2. If permission is granted, staff members will set up the page or account following all district policy, administrative procedures, and directives. This shall include, but may not be limited to, limiting the employee to using only board approved social media platforms for official school purposes and giving administrative access and editing rights to designated district or school officials.
3. If the expenditure of district funds is required to complete the setup or maintenance of the page or account, the requesting staff member shall present an itemized summary of such costs to the superintendent for appropriate approval.
4. Once the page or account is in use, the sponsoring staff member is responsible for the following:
    a. Monitoring and managing the page or account to promote safe and acceptable use and compliance with district policies, administrative guidelines, directives, and applicable law; and
    b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

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IIBGC - Staff Online Activities **IIBGC-3**

Prohibitions Regarding Social Media Platforms

No employee of the district shall privately or directly communicate with any student through a social media platform, except as expressly permitted under this policy. This prohibition applies regardless of whether communication occurs during or outside the school day.

No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

The provisions of this policy do not apply to any virtual school, as defined by Kansas law.

Uses of Social Media Platforms for Official School Purposes

The board may approve specific social media platforms for employee use for official school purposes, and employees are expected to utilize only board approved social media platforms in the performance of any district related work responsibilities, including the posting of information on behalf of district programs, clubs, and activities.

Board-approved social media platforms may be used by employees only for the following purposes:

- Posting or broadcasting one-way, public communications; and
- sharing general information related to school programs, activities, or events.

Employees shall not use social media platforms for any form of two-way interaction with students, including but not limited to:

- Private or direct messaging;
- comment-based conversations; or
- other two-way exchange of individualized messages with a student.

Other Online Platforms

Employees may communicate with students through platforms that are not classified as social media platforms, provided such use complies with board policy and applicable law. These platforms may include:

- District email accounts;
- district learning management systems;
- board approved messaging, notification, or collaboration platforms; and
- direct messaging applications.

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IIBGC - Staff Online Activities **IIBGC-4**

Training and Compliance

The superintendent or designee shall provide training to employees regarding acceptable social media platform communication practices as necessary for implementation of new requirements and then periodically thereafter.

Disciplinary Actions

Staff members are strongly discouraged from creating personal social media accounts with which they connect with current or future students. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology, social media, or online resources violates board policy, administrative regulations and/or procedures, or supervisory directives; Kansas law regarding social media platform use by school employees; statutory or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall protect the health, safety, and emotional well-being of students and confidentiality of student information both in the school setting and in their offsite, online actions. Conduct in violation of this policy, including, but not limited to, acts relating to the use of technology, any social media platform, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved:

KASB Recommendation – 6/13; 4/26; 6/26

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JB - Attendance Records

(See JBC, JBD, JBE, and JRB)

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall result in disciplinary action and/or truancy reporting, as appropriate, and shall be reported to the board as necessary.

Approved:

KASB Recommendation–7/96; 4/07; 12/15; 6/26

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JBC - Enrollment

(See IIBGB, JBCA, JBCB, JBCC, and JQKA)

Resident Students

A "resident student" is any student 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. 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.

Homeless Students

Any student who has attained the age of eligibility for school attendance may attend school in the district where the student resides or is staying if the student is homeless as defined by law. Details concerning the education of homeless students may be found in board policy JBCA.

Foster Students

Any student in the custody of the Secretary of the Department for Children and Families ("DCF") who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin.

If a court or DCF changes the placement of a student across a school boundary within the school district, the student shall be permitted to:

- enroll in and attend the school where the student is placed; or
- remain enrolled in and continue attending the student's school of origin.

DCF shall determine the child's enrollment and attendance based on the best interests of the child.

The district shall not deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the school district or school is not in possession of the student's educational records.

Details concerning the education of foster students may be found in board policy JBCB.

Nonresident Students

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

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Military Students

Details concerning the enrollment and attendance of military students, as defined in state law, may be found in board policy JBCD.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

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

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

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 DCF, 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.

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The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with DCF, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

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 card 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 provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the 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 junior high and 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 valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

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 performance on tests administered to determine grade level placement.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22; 6/23; 6/25; 6/26

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JBCC - Enrollment of Nonresident Students

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation.

Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence without application and acceptance through this policy.

Any student in custody of the Department for Children and Families who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy.

Any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subject to the open-seat lottery for enrollment and attendance purposes.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;

B. an institution that provides a temporary residence for individuals intended to be institutionalized; or

C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

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JBCC - Enrollment of Nonresident Students **JBCC-2**

Except as otherwise provided in this policy, "nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

A. A guardian or conservator; or

B. a person, other than a parent, who:

   i. Is liable by law to maintain, care for or support the child;

   ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;

   iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or

   iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and

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- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1st of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1st of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

If the number of applications for a grade level in a school building is fewer than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, unless the nonresident student is deemed not in good standing.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select

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nonresident students deemed in good standing using a confidential, open-seat lottery process. This process shall be completed on or before July 15th of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30th of each year.

Priority in Filling Open Seats

Regardless of capacity determinations, any nonresident student whose parent or person acting as parent is employed by the district shall be allowed to enroll as if a resident student while the parent or person acting as a parent remains employed by the district, and the student is deemed to be in good standing by district administration.

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students deemed in good standing to enroll. These students shall receive open seats without necessity of being selected through any open-seat lottery:

- Any sibling of a nonresident student who is enrolled in and attending school in the district or who is accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

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JBCC - Enrollment of Nonresident Students **JBCC-5**

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The receiving district may provide transportation from the student's residence by notifying the sending district of the receiving district's intent to provide transportation. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall annually submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy's terms.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

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Determining Good Standing

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied enrollment or continued enrollment for not being in good standing. Nonresident student applicants for enrollment and nonresident students already enrolled in and attending school in the district shall be evaluated by district administration to determine standing for enrollment or continued enrollment.

Students may be denied enrollment or continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

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JBCC - Enrollment of Nonresident Students **JBCC-7**

Parents shall be informed of any administrative decision not to enroll or to discontinue enrollment of a nonresident student.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a parent of such student may appeal the decision to the board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any student who has been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

Appeal Process

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the board.

If a parent or person acting as a parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administration's decision.

The board shall consider any appeal of these decisions and any supplemental documentation provided therewith at the next regularly scheduled board meeting following receipt of the request for appeal, and the board's designee shall notify the requestor of the result of the appeal in writing within 10 days of the board's decision thereon.

Enrollment of Out-of-State Students

If capacity for nonresident student enrollment remains after the aforementioned application, enrollment, and the disenrollment process has concluded, district administration may consider applications for enrollment submitted by students who are not Kansas residents. However, priority in enrollment shall be given to Kansas residents.

If a student who is an out-of-state resident is in good standing and has a parent or a person acting as a parent who is employed by the district, district administration may allow the student to enroll in and attend school in the district as if they were a resident of the district.

Approved:

KASB Recommendation – 6/23; 10/23; 5/24; 12/25; 6/26

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JBD - Absences and Excuses

(See AEB, IHEA, JB, JBE, JBH, and JDD)

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence and would subject a student to appropriate disciplinary action. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 12/14; 6/15; 6/26

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JCDC - Student Personal Electronic Communications Devices

(See BDA, JBD, and JDD)

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, except as expressly permitted by this policy or by law.

This policy does not apply to any virtual school, as defined by Kansas law.

When personal electronic communication device use is not permitted, students are allowed reasonable access to a school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy.

Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504 accommodation plan (hereafter "504 plan"), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices.

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent or superintendent's designee(s) shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

Definitions

For purposes of this policy, the following definitions apply:

- "Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.
- "School day" is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term "school day" excludes any time associated with a

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student's travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Permitted Exception

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances.

- Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:
    - Required for the implementation of a student's IEP or 504 plan; or
    - Approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students *may* use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district-approved procedures, event-specific rules, and staff direction.

Enforcement and Disciplinary Action

Violations of this policy *may* result in disciplinary action in accordance with the district's student code of conduct. Disciplinary measures may include, but are not limited to, confiscation of the device through the end of the school day, referral to administration for determination of appropriate consequence, parental notification, or other appropriate disciplinary response, up to and including suspension and/or expulsion from school.

Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent or designee(s) may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved:

KASB Recommendation - 4/26

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JGEC – Sex-Based Discrimination

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates. Discrimination on the basis of sex, including sexual harassment, of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including sexual harassment, is unlawful discrimination under Title IX of the Education Amendments of 1972. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

The Board Clerk at the District Office, 211 S 10th St, Marysville, KS 66508, (785) 562-5308, option 1, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972. Information concerning the provisions of this Act, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481; at OCR@ed.gov; or both.

Definitions

For the purposes of this policy, the following definitions apply.

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or formal resolution facilitator.

"Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

"Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and

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their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, investigator, appeal decision-maker, or formal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Kansas.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

"Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

"Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent

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regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

"Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

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False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, their supervisor, or other designated district official may face disciplinary action.

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 for Civil Rights of the U.S. Department of Education.

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any informal resolution facilitator shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Within 10 business days of any reports of sexual harassment, the Title IX Coordinator shall contact the complainant and discuss the availability of supportive measures, with or without the filing of a

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formal complaint; consider the complainant's wishes as to supportive measures; and inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.

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- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled in or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

Initiation of Formal Grievance Process for Sexual Harassment Complaints

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

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- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
    - the identities of the parties involved, if known;
    - the conduct allegedly constituting sexual harassment; and
    - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations to known parties.

Formal Complaint Investigations Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by an advisor of their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the

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investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors simultaneously.

The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- include the findings of fact supporting the determination;
- address any district policies and/or conduct rules which apply to the facts;
- a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

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The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject to discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on any of the following:

- Procedural irregularity that affected the outcomes;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to the original determination.

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The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of the determination regarding responsibility. Within 30 days after the appeal is filed, the appeal decision-maker shall issue a written decision, including the rationale for the decision, and

provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be published in district handbooks and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

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JGFGA - Administration of Emergency Opioid Antagonists

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration ("FDA") to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to further prioritize student health and safety in its schools, programs, and activities, the district shall obtain, store, and administer the emergency opioid antagonist Naloxone, which is commonly known by the brand name Narcan, for emergency use in its schools. A stock supply of Naloxone may consist of one or more standard-dose prepackaged nasal spray devices. The school nurse and other properly trained and designated district staff members may administer such medication in emergency situations to an individual who displays the signs and symptoms of opioid overdose at school, on school property, or at a school-sponsored event if such school nurse or designated school staff member reasonably believes that an individual is exhibiting the signs and symptoms of an overdose. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, Naloxone, by members of district staff.

Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter "the product") shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations. In addition, all district staff members with access to emergency opioid antagonists shall be trained, at a minimum, on the following:

- Techniques to prevent opioid overdose, to recognize signs of such an overdose and to effectively respond thereto;

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- Standards and procedures to safely store the emergency opioid antagonist where readily accessible to the school nurse, if applicable, or other designated school staff members responsible for distribution and administration of the emergency opioid antagonist;
- Spotting potential side effects or adverse events that may occur as a result of administering an emergency opioid antagonist;
- Emergency follow-up procedures, including the requirement to summon emergency medical services either immediately before or immediately after administering an emergency opioid antagonist to a patient;
- Inventory requirements, recordkeeping, and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider; and
- Availability of drug treatment programs.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent's designee, so that they may be trained in proper protocol and included in the school or district's crisis response plan regarding potential opioid overdose.

Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box. Pursuant to Kansas law, "emergency opioid antagonist" is defined to include an expired emergency opioid antagonist up to 10 years past the products expiration date. Therefore, the individual responsible for the product's safekeeping shall replace the product on or before the 10th anniversary of its expiration date.

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Use of the Product

In case of a suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions in administering the product.

Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

Limitations on School Nurses

While Kansas law supports the use of emergency opioid antagonists for up to 10 years after their expiration dates, school nurses are not to prescribe, dispense, distribute, or furnish expired emergency opioid antagonist, in order to protect their professional licenses.

Gifts, Grants, and Donations

The board is authorized by law to accept monetary gifts, grants, and donations to provide a stock supply of Naloxone for emergency use in its schools or may accept Naloxone nasal spray devices from manufacture or wholesalers.

Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

Publish Policies and Procedures

The district shall publish information related to its Naloxone policies and procedures in student handbooks and any other locations, as determined by appropriate by the superintendent.

Approved:

KASB Recommendation – 6/23; 6/24; 6/26

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JGFGAA - Stock Supply of Emergency Medication

Any school may maintain a stock supply of emergency medication, such as epinephrine and/or albuterol, upon obtaining a prescription from a physician, certified nurse-midwife, a licensed advanced practice registered nurse, or a licensed physician assistant.

A stock supply of epinephrine may consist of one or more standard-dose or pediatric-dose epinephrine delivery systems. A school nurse or designated school personnel may administer epinephrine in an emergency situation to any individual who displays the signs and symptoms of anaphylaxis at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of an anaphylactic reaction.

A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers, one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or designated school personnel may administer albuterol in an emergency situation to any individual who displays the signs and symptoms of respiratory distress at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of respiratory distress.

A school that maintains a stock supply of emergency medication shall adhere to the following requirements and establish procedures in accordance therewith:

- The emergency medication will be stored in a safe location that is readily accessible to the school nurse or designated school personnel in accordance with manufacturer temperature recommendations;
- The school nurse or designated school personnel shall periodically monitor the inventory and expiration dates of the emergency medication;
- Emergency medication shall only be administered by designated school personnel; and
- Training requirements for designated school personnel shall be conducted as outlined in this policy.

Information related to the school's emergency medication policies and procedures shall be published on the district website, www.usd364.org.

A school may accept monetary gifts, grants, and donations to carry out the provisions of this section or may accept epinephrine delivery system, albuterol metered-dose inhalers, albuterol solution, spacers, or nebulizers from a manufacturer or wholesaler.

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Training

Training shall be conducted by a school nurse, physician, or mid-level practitioner at least annually for designated school personnel. Such training shall include, but may not be limited to, the following:

- Recognition of the symptoms of anaphylaxis and respiratory distress;
- Administration of emergency medication;
- Calling for emergency medical system responders;
- Monitoring the condition of an individual after emergency medication has been administered;
- Notification of the parent, guardian, or next of kin; and
- Safe disposal and sanitation of used equipment.

The school shall maintain records of the training provided to designated school personnel.

Use of Stock Medication

If epinephrine or albuterol is administered in an emergency situation, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-up

After administration of the emergency medication, the school nurse or other designated staff member will report appropriate information to emergency services, parents or guardians, central office personnel, and, if determined necessary, the patient will be transported to a hospital.

The school nurse or other designated staff member will complete an incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

The practice of the healing arts shall not be construed to include any person administering epinephrine or albuterol in emergency situations to an individual if:

- The person administering the epinephrine reasonably believes that the individual is exhibiting the signs and symptoms of an anaphylactic reaction; or
- The person administering the albuterol reasonably believes that the individual is exhibiting the signs and symptoms of respiratory distress;
- A physician or mid-level practitioner, after reviewing the school's policies and procedures, has authorized, in writing, the school to maintain a stock supply of emergency medication; and

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- The emergency medication is administered at school, on school property or at a school-sponsored event.

Any person who in good faith renders emergency care or treatment, without compensation, through the administration of emergency medication to an individual at school, on school property, or at a school-sponsored event, and any school that employs or contracts such person shall not be held liable for any civil damages as a result of such care or administration or as a result of any act or failure to act in providing or arranging further medical treatment when the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

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JGFGBA - Student Self-Administration of Medications

(See JDDA, JDDAA, JGFGB)

Epinephrine and Inhalers

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or epinephrine delivery system. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a healthcare provider.

As used in this policy, "healthcare provider" means a physician licensed by the state board of healing arts to practice medicine and surgery or a mid-level practitioner as defined in state law.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's healthcare provider stating the name and purpose of any prescription medication;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the healthcare provider or the provider's designee, as applicable, and the school nurse or the nurse's designee, as applicable, the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's healthcare provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's healthcare provider. Permission forms shall be updated during enrollment.

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Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employee, or agents; or
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Over-the-Counter Medications

A student may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify,

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and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Misuse of Medications

Self-administration of any medication, including prescription and over-the-counter medication, at a dosage or rate exceeding product label instructions may result in denial of the privilege to self-administer any medication and/or disciplinary action as outlined in policy JDDAA.

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JQKA - Foreign Exchange Student

(See JBC and JBCC)

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Any foreign exchange student admitted into the district in accordance with this policy who resides, or will reside, with a host family residing therein may be permitted to enroll in and attend school in the district as if the student were a resident of the school district.

Approved:

KASB Recommendation - 7/96; 9/97; 4/07; 12/15; 6/20; 6/26

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JRB - Release of Student Records

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

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or board of education. The district may disclose, without the parents or eligible students' 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.

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The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student, or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release

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is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Prohibition on Withholding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

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Expedited Transfer of Exceptional Student Records

All records of an exceptional student, who is transferred to another district or across a school boundary within the district, shall be transferred at the same time that the student is transferred, or as soon thereafter as possible.

If an exceptional student's transfer is a result of the student's change in placement by the Department for Children and Families ("DCF"), the Kansas Department of Corrections, or the Office of Juvenile Justice and Delinquency Prevention, it shall be the duty of the respective secretary or commissioner to notify the affected school district or districts that the student's placement has changed and request that student's records be transferred.

It shall be the duty of the school district and school in possession of any records pertaining to the student to cooperate with the secretary or commissioner and transfer all such records to the school district or school where such student is transferred. Such records shall be transferred as soon as possible following receipt of such notice, but not later than two business days following the business day that such notice was received by the school district.

Records of Transferred Foster Care Students

The school district and school in possession of any records pertaining to a foster care student transferred due to a change in placement from one school district to another or across a school boundary within the district shall cooperate with DCF and transfer all school records of the student to the school district or school where the student is transferred. These records shall be transferred as soon as possible following receipt of notice of the student's change of placement, but not later than two business days following the business day that such notice was received by the school district.

As used in this policy, "business day" means any weekday from Monday through Friday in which the school district or school's administrative office is open. "Business day" does not include any federal or state holiday, any weekday that the school district or school's administrative office is closed, or any weekday in which the school day has been canceled due to inclement weather or any other unforeseen circumstance.

Approved:

KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13; 6/14; 12/16; 6/26

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