

# Monthly Board Meeting

Monday, December 8, 2025 6:00 PM

Board of Education Office, 1619 S. Old Hwy 75, Sabetha, KS 66534

Attendance Taken at 6:00 PM. Phillip Buessing: Present, Todd Grimes: Present, Stan Keim: Present, Kathy Lippert: Present, Doug Renyer: Present, Jim Scoby: Present, Leslie Scoby: Present. Present: 7.

## 1. Call Meeting To Order

## 2. Approve Agenda As Presented Or Amended

### 3. Public comment Description:

#### READ BY BOE PRESIDENT:

*The board appreciates patrons taking time to talk to us about our policies and procedures. We are setting aside this time to hear from the public. Your comments should be directed towards board policies or the procedures our administrators establish to carry out those policies.*

*This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee or student. Persons making comments which violate the privacy rights of district employees and students will be asked to stop speaking or cease their remarks. If a patron or parent has a concern with one or more employees, the board will refer that person to the appropriate administrator, and the board will follow up at a future meeting.*

*Persons speaking will be allowed three (3) minutes each to express their opinions. In cases where a large number of patrons have similar opinions, a single speaker should be chosen to represent the larger group.*

*Thank you for taking your time to discuss district business with the board.*

- Members of the Public
- Student Council
- PTO
- Site Council
- Booster Club
- PHEA
- USD 113 Foundation
- Legislative Update
- Other Student Groups

## 4. Administrative Reports:

**Description:** Whitney McGinnis - Axtell  
 Nate Bauman - SHS  
 Matt Garber - SMS  
 Andrew Lillie -SES  
 Lisa Suhr

**5. Consent Agenda**

**Description:**

- Approve Minutes from November 10, 2025
- Approve Financial Reports
  - SHS
  - SMS
  - SES
  - USD #113
- Approve payment of November bills for the amount of \$1,033,030.84
- Approve November payroll for the amount of \$499,056.35
- Approve the following donations:
  - Hartter Feed and Seed - \$700 - SHS FFA; \$300 SHS Odyssey/Infinity
  - Apostolic Christian Home, Inc. - \$300 - SHS Musical
  - Kiwanis - \$500 - SHS HOSA
  - Ed Holdbrook Trust - \$350 - SHS Library board
  - Axtell Booster Club - \$1887 - Athletic iPads
- Resignations: Claire Renyer - SMS Volleyball; Jennifer Lierz - Axtell Instructional Support Staff; Lisa Suhr - Director of Student Learning
- Contracts
- LWOP request
- Facility Use form approval - Sabetha Playground Partners, Berwick Oil Company

**6. Appoint new 113 foundations members from USD 113 board members.**

**7. Discuss KESA (Kansas Education Systems Accreditation) action plan** **4**

**8. KASB policy updates - First read** **6**

**9. Discuss Supplemental position baselines** **33**

**10. Superintendent report**

10.A. Potential Capitol Outlay purchase

10.B. Inclement Weather procedures

**11. Board Business**

11.A. Response to Public Comment

11.B. Recognitions

**12. Executive Session**

12.A. Personnel exception

**13. Action from Executive Session**

**14. Adjourn**

---

Board President

---

Board Clerk

## **DRAFT: USD 113 KESA Action Plan, 12/2025**

**Fundamental:** Quality Instruction

**Structure:** Professional Collaboration

### **Why is this the right action for your school system?**

In our most recent action plan, we focused on Quality Instruction through the structure of Professional Learning. Our entire staff have now received the 5-day High Quality Instructional Practices and Strategies (HIIPS) training and our admin team have redesigned our walk-through document to align to that training. We feel a coherent “next step” will be to adjust the structure to Professional Collaboration to focus on the application level of our recent professional learning.

### **What is your current data and evidence related to this action?**

Research shows the beginning and end of lessons are some of the most critical portions of instruction, but our walkthrough data shows a majority of observations occurring at the middle part of the lesson. So we have a lack of available data that even exists about our current state for those parts of lessons. Additionally, our most recent end of year reading screener shows flat growth for the past four years at about 67% of students at Tier I. Math data is slightly higher at 76% at Tier I.

### **Context for implementing Structure/Lead Indicator: A brief description of the system action, including what action will be taken, how the action will be taken, and who or what group (specific content areas/teachers) will be implementing the action as applicable.**

End of year walkthrough data will be analyzed for trends. Each building will use this data to create an action plan for implementation of past training. Principals will be expected to balance walkthroughs to observe all parts of lessons, knowing that the beginning and ending of lessons are critical times for use of HIIPS. Finally, collaboration time will be used for each teacher to share out to their colleagues once a semester explaining how they implemented HIIPS in their instruction.

### **Measure(s) of Progress: Measures of progress help systems focus on implementation and organize reporting on progress. What will you use to measure progress in the action your system is taking?**

District collaboration expectations for high quality instructional strategy implementation

### **6 Month Target: In 6 months after your School Improvement Day, what progress in your actions do you expect to make?**

Walkthrough: 2 per teacher per semester, data analysis by building leadership teams used to create building level action plan. Shareout: One time during spring 2026, each staff member will share out to colleagues their application of HIIPS learning.

### **1 Year Target: By your next School Improvement Day, what progress in your actions do you expect to make?**

Walkthrough: 2 walkthroughs per teacher per semester with focus on beginning and end of lessons. Shareout: Each staff member will share out to colleagues their application of HIIPS learning once per semester (spring '26, fall '27)

### **What formative student data can you monitor as you implement your action plan to determine the impact of your actions? (1 or 2 per component)**

1. Walkthrough data
2. User-defined measure: HIIPS Teacher Collaborative Share-out - 1/semester, completed during district content PLC time, name, date, brief description<sup>4</sup> collected on spreadsheet

**Before responding to this prompt, please review the KESA Implementation Resource for Systems (Accreditation webpage) and the KESA Implementation Specialist's notes listed in your 24-25 KESA Action Plan.**

**After reviewing this information:**

**- List a strength for your system in implementing your 24-25 KESA Action Plan. Describe how your system will sustain that strength as you move into implementing your 25-26 Action Plan. List the KESA Implementation Standard number and Indicator number that relate to this strength.**

**- List a gap for your system in implementing your 24-25 KESA Action Plan. Describe how your system will address this gap moving into your 25-26 Action Plan. List the KESA Implementation Standard number and Indicator number that relate to this gap.**

A strength we recognize was the selection of a quality strategy in the HIIPS professional learning series. It was well-received by staff and we are excited to take the learning to the next level by working on professional collaboration around this past learning during our next cycle. (Standard 4, Indicator 2)

A gap in our implementation of this past plan is that we did not have any true data to show the impact of our action steps. This was somewhat a result of the mid-year implementation and also the nature of a 1-year cycle. Now that we are moving to the next steps, we'll have data available and will be able to use it to drive decisions. (Standard 2, Indicator 2).

**Thinking about next year, what might you anticipate being the focus of your system's 26-27 Action Plan?**

A reasonable next step for us might be to adjust our focus more directly to the Structured Literacy area with Family, Business and Community Partnerships as the structure. We've been working hard on Structured Literacy through professional development for several years (though it was not part of our official KESA plan.) However when we discussed the current state "radar graph" activity, Family, Business and Community Partnerships was a fairly low scoring structure. So it raises the question about how we might be able to further impact our work in Structured Literacy if we focused on it through the lens of family engagement.

## **BCBK - Executive Session**

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided in the Kansas Open Meetings Act (“KOMA”).

Any motion to recess for a closed or executive session shall include:

1. A statement describing the subjects to be discussed during the closed or executive meeting;
2. the justification for closing the meeting; and
3. the time and place at which the open meeting shall resume.

A subject of executive session is the matter or issue presented for discussion, and the motion must include a brief description of the subject(s) to be discussed in the executive session while still protecting important privacy interests.

Acceptable justifications for recessing into executive session include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- The exception for employer-employee negotiations under KOMA;
- The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- The exception relating to actions adversely or favorably affecting a student under KOMA;
- The exception for preliminary discussion of the acquisition of real property under KOMA;
- The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

Discussion during the closed or executive session shall be limited to those subjects stated in the motion. No binding action shall be taken during closed or executive session. The complete motion to recess into closed or executive session shall be recorded in the minutes of the meeting and maintained as a part of the permanent records of the board.

If necessary, the closed or executive session may be extended with approval of another motion made after the board returns to open session.

Unless the recording of an executive session is required by law, such as when conducting a student disciplinary appeal hearing therein, any recording, livestreaming, or broadcasting of executive session, using any medium, is strictly prohibited, and the board or its administration shall press criminal charges against the offender for breach of privacy and any other applicable law.

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17; 6/24; 12/25

**BG - Memberships**

The board may maintain membership in the Kansas Association of School Boards.

Approved:

KASB Recommendation –1/01; 4/07; 6/22; 12/25

## **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 \_\_\_ academic credits meeting 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 14<sup>th</sup> 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

## **IIBE – Use of Artificial Intelligence**

(See CN, GAAB, GAAC, GAACA, IIBF, IIBG, JGEC, JGECA, and KN)

Artificial intelligence (AI) technologies can provide valuable opportunities to enhance instruction, improve operational efficiency, and support student learning. The use of such technologies shall be used responsibly, ethically, and in compliance with applicable law and district policy.

The responsible use of AI in the district’s educational and operational activities ensures transparency and accountability and protects the privacy and integrity of students and staff.

### Definitions

Artificial Intelligence (AI): Any system or software capable of generating, analyzing, or interpreting content or data in a manner that simulates human reasoning, including but not limited to generative text, image, audio, or video applications.

Generative AI: AI tools that produce new content based on prompts, including but not limited to written, visual, auditory, or coded outputs.

### Approved Use of AI

The superintendent or the superintendent’s designee shall establish and maintain a list of approved AI tools permitted to be used throughout the district. Approved AI tools shall comply with all applicable and relevant laws including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Online Privacy Protection Act (COPPA), the Children’s Internet Protection Act (CIPA), the Kansas Student Data Privacy Act, district policies, and the district’s cybersecurity standards and requirements. Approved classroom and administrative uses of AI shall be consistent with district instructional goals, operational needs, and policies, including those regarding acceptable use, bullying, and harassment. No approved AI application used shall collect, store, or transmit personally identifiable information without appropriate authorization and vendor safeguards.

While utilizing approved AI tools, staff and students shall comply with the following:

1. Demonstrate honesty, integrity, and responsibility in completing academic work, including only submitting and presenting work that represents the individual’s own learning and understanding.
2. Use AI only to the extent that it supports learning without undermining the authenticity of an individual’s efforts or the validity of the educational process.
3. Understand that AI technologies are only meant to supplement, not replace, human instruction, supervision, or judgment.

4. Use approved AI tools in a manner consistent with board policy, including Policy IIBF (Acceptable Use Guidelines), the Student Code of Conduct, and employee conduct requirements.
5. Properly cite or disclose the use of AI-generated content used in assignments, teaching materials, or official communications in accordance with this policy or risk disciplinary action or loss of credit for plagiarism.
6. Only use AI for idea generation, editing, or skill development when expressly permitted by the teacher or administration.

#### Prohibited Uses

No staff member or student shall use AI in violation of board policy or applicable law, including, but not limited to, the following:

1. Violate academic integrity by generating or submitting work without appropriate authorization or citation.
2. Use AI to generate or substantially complete assignments, essays, or assessments without explicit authorization.
3. Use AI to fabricate sources, falsify data, or impersonate another individual.
4. Submit AI-generated work as a student's own or fail to cite or disclose the use of AI or AI-generated work.
5. Produce, alter, or distribute synthetic or manipulated content that misrepresents or harms individuals, commonly referred to as deepfakes.
6. Produce, alter or distribute synthetic or manipulated content that violates school rules; individual rights, such as privacy, safety, reputation; or applicable law.
7. Access or disclose confidential or personally identifiable information in violation of law or district policy.
8. Circumvent district security systems or established procedures.
9. Use AI tools in violation of instructions or directives from teachers or administrators, board policy, or applicable law.

Violations of this policy shall be addressed in accordance with district disciplinary procedures and/or applicable law.

#### Training and Communication

The district shall provide ongoing professional learning for staff and guidance for students on the ethical, safe, and effective use of AI. Information about approved AI tools and acceptable practices shall be included in relevant staff and student handbooks.

Oversight and Review

The superintendent or the superintendent's designee shall review this policy, the AI tool list, and any related administrative procedures annually to ensure continued compliance with law and alignment with board goals.

Approved:

KASB Recommendation – 12/25

## **IKB - Controversial Issues**

(See GAHB, GBU, IA, IFBH, IKD, AND IKDA)

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy but shall take care to ensure that curricular content delivery remains the focus of the conversation.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic. Teachers are discouraged from expressing personal viewpoints during these discussions which would violate any board policy or Kansas law, such as engaging in prohibited political acts using district time or property.

Approved:

KASB Recommendation – 6/04; 4/07; 12/25

# IKCA – HUMAN SEXUALITY EDUCATION

## Human Sexuality Education

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that my child be removed from those portions of the Human  
Sexuality instruction noted below:

---

---

---

---

I have had the opportunity to review the curriculum goals and objectives or have had the  
opportunity to have them explained to me by a school official.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## **Human Sexuality Education**

**IKCA**

### Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district's Human Sexuality education class shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

### Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the {clerk of the board/principal}, completing and signing the form and returning the form to the {superintendent/principal}. The signed form will be kept on file in the {clerk of the board's/principal's} office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality class. Arrangements shall also be made for class reassignment of the student during the opt-out period.

### Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Approved:

KASB Recommendation – 6/04; 6/06; 4/07; 12/25

## **IKD - Religion in Curricular or School Sponsored Activities**

(See AEA, IF, IKDA and KN)

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs, and staff members are responsible for ensuring proper notice and opportunity for opt-out is given in accordance with board policy IKDA, as applicable.

### Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

### Religion in the Curriculum and School Activities

In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

### Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

### Religious Holidays

Holidays which have a religious and a secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

### Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature.

Approved:

KASB Recommendation – 6/04; 4/07; 12/25

# IKDA - RELIGIOUS OBJECTIONS TO ACTIVITIES

Sample Only: Retype, remove from policy book and maintain in the school office.

## Activity Participation Opt-Out Form

I, \_\_\_\_\_ (parent/guardian) request that my child, \_\_\_\_\_, be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

---

---

---

---

---

---

---

Identify where in the curriculum the activity exists. (Please identify the grade level, class, building.)

---

---

For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates.)

---

---

---

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, the school may provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

## **IKDA - Religious Objections to Activities**

(See IF and IKD)

The board recognizes parents have the fundamental right to direct the religious upbringing of their children. Furthermore, Kansas law supports the ability of a parent or person acting as a parent to request their child not be required to participate in a school activity which is contrary to the religious teachings of their child. To assist district staff in consistently accommodating these rights, the board adopts the following policy.

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

“Activity” shall be deemed to include, but may not be limited to, any academic assignment, curricular lecture, presentation or planned classroom discussion; classroom project; subject-specific instruction; direct exposure to assigned reading material (whether read to or by the class or assigned to the student for independent consumption); or assembly. This term shall not be interpreted to apply to an entire course of study, except when a course of study is an elective course not required for graduation and alternative courses are available for the student’s enrollment and participation at the time of objection.

Parents or persons acting as parents shall be notified in advance and given the opportunity to opt their child out of any activity addressing topics that are known to be or are reasonably ascertainable to be contrary to the religious beliefs of the parents, persons acting as parents, or students themselves.

A parent or person acting as a parent (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, person acting as a parent, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

A parent or person acting as a parent seeking to remove their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the school office. Parents and persons acting as parents desiring to opt their children out of activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file in the school office, and the principal shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents or persons acting as parents of the decision within a

reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

If the opt-out request is granted, the school may provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Nothing in this policy shall be interpreted to allow a parent, person acting as a parent, or adult student to opt a student out of entire courses which have been deemed required graduation requirements by the board or by the state of Kansas, except as otherwise provided by law. Parents and persons acting as parents of middle or high school students are encouraged to assist students in monitoring available course offerings and their descriptions near enrollment periods in order to make appropriate course selections in line with state required graduation requirements while still accommodating the child's sincerely held religious beliefs.

Approved:

KASB Recommendation – 6/04; 4/07; 12/25

## **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.

### 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.

"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
- 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 less 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 nonresident students deemed in good standing using a confidential 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, the following categories of students shall be allowed to enroll as if resident students if they are deemed to be in good standing by district administration:

- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district; or

- any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district.

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.

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.

### 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.

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

## **JCAC - Interrogation and Investigations**

(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators and others designated by the superintendent may conduct investigations and question students about violation of school rules or the student conduct code . Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning. If administration requests law enforcement, including a school resource officer, school security officer, or campus police officer, for assistance in conducting interviews during an investigation, administration shall contact a parent, guardian, or representative of the student prior to any questioning.

If there is reason to believe a violation of criminal law has been committed, the building administrator or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law, the district's juvenile justice memorandum of understanding, or board policy and may request further investigation of the alleged violation.

When a school resource officer, school security officer, or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the request of a building administrator or the superintendent's designee, such officer will notify the building administrator and will contact the student's parent, guardian, or representative prior to initiating questioning.

### Coordination with Law Enforcement

School administrators or the superintendent's designee shall meet as needed with relevant stakeholders, including law enforcement agencies, the courts, and the district and county attorneys, to discuss the district's juvenile justice memorandum of understanding to establish clear guidelines for how and when school-based behaviors are referred to law enforcement or the juvenile justice system.

### Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

### Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to

the building administrator for such purpose, or in demonstrated emergency situations. Contact with the parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative gives permission for the interview but is not present during the questioning of the student, the principal may be present unless otherwise specified in law or board policy. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

#### Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy or as specified in a court order or arrest warrant, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Such notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody.

#### Disturbance of School Environment

Law enforcement officers, school resource officers, school security officers, or campus police officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

#### Definition

For the purposes of this policy, "school security officer" and "campus police officer" are defined as outlined in Kansas statute.

For the purposes of this policy, students will not be deemed to be "taken into custody" when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or

school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved:

KASB Recommendation–7/96; 6/04; 4/07; 6/07; 10/12; 1/13; 6/18; 12/18; 6/22; 12/25

**JQI - Adult Students**

Adult students who have not graduated from high school are encouraged to complete the credits required to attain a high school diploma or equivalent. Placement will be determined by the administration in accordance with applicable law.

Approved:

KASB Recommendation—7/96; 4/07; 12/25

## **KM - Visitors to the School**

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

In accordance with Kansas law, off-duty law enforcement officers identifying themselves as such upon entry into a district building cannot be requested or required to provide or record personal information such as their email address, home phone number, or home address. Nor shall such officers be required to wear any item identifying them as a law enforcement officer or as being armed. School personnel may request to see the identification required by such officer's law enforcement agency to verify the individual is a law enforcement officer.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved:

KASB Recommendation – 3/00; 4/07; 6/25; 12/25

PRAIRIE HILLS UNIFIED DISTRICT NO. 113  
SUPPLEMENTAL ASSIGNMENTS FOR  
2025/26

Updated 11/11/25

Unless otherwise noted, or if there are extraneous circumstances, the BOE will use the rule of 12 (players/coach – student managers are not counted for this purpose) before the consideration of adding any coaches. The red # in parentheses, indicates automatic # of coaches, unless adjusted by the BOE.

Administration will consider the possibility of hiring additional supervision hourly on a case by case basis. Coaches may “Co-Coach or Co-Asst. Coach upon approval of the BOE.

# of coaches/sponsors is 1 unless otherwise noted.

SABETHA HIGH SCHOOL

FOOTBALL (5) -

CROSS COUNTRY (1) If #s on boys or girls team (individually, not combined) exceed 12 an additional coach is a possibility -

VOLLEYBALL (3)

BOY’S BASKETBALL (3) -

GIRL’S BASKETBALL (3)-

BOY’S WRESTLING (2) -

GIRL’S WRESTLING (2) -

GOLF (1) (20 kids are the # for an additional coach) -

TENNIS (2) -

TRACK & FIELD (3) -

BASEBALL (4) -

SOFTBALL (4) -

SUMMER WEIGHTS (4) -

ACTIVITIES DIRECTOR -

PLAY DIRECTOR -

MUSICAL (2) -

CHEERLEADERS -

FORENSICS -

JUNIOR CLASS (2) -

INST. MUSIC -

VOCAL MUSIC -

CONCESSIONS -

STU-CO -

NHS -

KAY SPONSOR -

FCCLA -

FFA -

STEERING PLC LEADERS (3) -

BUILDING CHAIR -

SIT TEAM (not limited due to pay structure)-

SCHOLARS BOWL -

PDC (2) -

SABETHA MIDDLE SCHOOL

FOOTBALL (4) -  
VOLLEYBALL (3) -  
GIRL'S BASKETBALL (3) -  
BOY'S BASKETBALL (3) -  
SCHOLARS BOWL -  
WRESTLING Boys (2) -  
WRESTLING GIRLS (2) -  
TRACK & FIELD (5) -  
ATHLETIC DIRECTOR -  
STEERING PLC LEADERS (3)-  
BUILDING CHAIR -  
PDC(2) -  
SIT TEAM(not limited due to pay structure)

SABETHA ELEMENTARY SCHOOL

PLC/BLT LEADERS (4) -  
BUILDING CHAIR -  
SIT TEAM (not limited due to pay structure) -  
VOCAL MUSIC -  
PDC(2) -

AXTELL HIGH SCHOOL

FOOTBALL (2\*) -  
CROSS COUNTRY -  
VOLLEYBALL (2) -  
BOY'S BASKETBALL (2) -  
GIRL'S BASKETBALL (1)-  
TRACK & FIELD (2) -  
ACTIVITIES DIRECTOR -  
PLAY DIRECTOR -  
CHEERLEADERS -  
INST. MUSIC/VOCAL -  
FORENSICS -  
JUNIOR CLASS (2) -  
CONCESSIONS (1) -  
STUDENT COUNCIL -  
NHS -  
KAYS -  
FFA -  
STEERING PLC Leader(2) -  
BUILDING CHAIR -  
YEARBOOK -  
SIT TEAM(not limited due to pay structure) -  
SCHOLAR BOWL -  
PDC -  
SUMMER WEIGHTS – (2) -

AXTELL JUNIOR HIGH

FOOTBALL -  
VOLLEYBALL -  
GIRL'S BASKETBALL -  
BOY'S BASKETBALL -  
SCHOLAR BOWL -  
TRACK & FIELD (2) -

AXTELL GRADE SCHOOL

PDC -  
SIT TEAM (not limited due to pay structure)-

District PDC chair –

\*-Volunteer positions