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Unified School District No. 369 Board of Education  
Approved *Local* Policies**

(Approved July 1, 1998, and thereafter.

BOE policies approved prior to that date are still in force.)

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## **Adult Community Night Building Usage Regulations**

Community members may use the gym facility on Wednesday nights from 7:00 to 10:00, from September through April, during the school year, if one of the approved community sponsors is present. If there are any school events or activities needing the gym(s), they will take precedence and may require the group to use the elementary gym or cancellation of the adult usage. The school has the right to postpone or cancel the usage as they see fit. No children, high school age or under, are to be involved or in the building.

Our custodians are in charge of the building. Anyone who argues with or is disrespectful to them will be banned from the event, for a time period to be determined by the school administration. Ignoring such a ban will put the entire group in jeopardy.

We do this as a courtesy. If we have problems, we will shut down the event. The entire group should self-monitor the situation to see these guidelines are being met, otherwise, this program will cease.

**BOE approved 11-8-04**

## **Bus Speed Limits**

USD No. 369 school busses may travel at the posted speed limit, as opposed to 55 mph maximum.

**BOE approved 10-13-03**

**CHANNELS OF COMMUNICATION FOR  
BOARD OF EDUCATION MEMBERS AND SCHOOL EMPLOYEES  
Burrton, USD 369**

The Board of Education has a legitimate interest in maintaining order by directing that employee communications to the School Board be solved at the lowest level possible.

The Board of Education is primarily a policymaking body; it is the administration who implements those policies. A chain of command exists in school districts as it does in many organizations. It is important that concerns be addressed by the person closest to the source before going to the Board.

Board members will listen to communications or complaints from parents and/or patrons except that as individual board members they cannot by themselves take any action which would be binding on the official board.

Board members occasionally receive complaints directly from parents or citizens of the community and these should immediately be referred to the superintendent. In handling complaints, the board will not, as individuals or as a board, consider any complaints from staff members, parents or patrons until they first have been referred to the superintendent and building principal. In case a satisfactory adjustment cannot be made by the district administrator, the individual can request to make comments during the patron comment portion of a board meeting as noted on the agenda.

Staff members having complaints, or receiving complaints should handle those concerns, beginning at the lowest level, beginning with the staff member or building principal and then the Superintendent. If satisfactory adjustment cannot be made by district administration, the patron may present their concerns during the patron comment section of the board meeting. Employees are expected to follow the established chain of communication as described in this policy.

5/5/11

BOE Approved  
May 9, 2011

## **Burrton High School Cheerleading Tryouts**

The cheerleading candidates for Burrton High School will be required to perform the following tasks at tryouts in the spring of the school year:

1. Group cheer  
This will be performed with three to four other candidates. Judges will score on actions, coordination, spirit, and how the candidate performs in a group.
2. Individual cheer  
This will be performed individually and will be scored on actions, coordination, spirit, and voice.
3. Fight song routine  
This will be performed in a group of three to four. Judges will look for how well the candidate can perform the routine. They will look for knowledge of the routine, coordination, and movements.
4. Jumps  
The candidates will be required to perform at least two cheerleading jumps. They will be shown several different jumps at practices and can choose the two they wish to be judged on.

There will be a sign-up sheet in the office for one week for students to sign up to participate in cheerleading tryouts. If their name is not on the sign-up sheet at the end of that week, they will not be allowed to participate in the tryouts.

There will be a series of practices before and after school where the candidates will learn the cheers and the fight song required for the tryout. Candidates will be required to attend at **least three** of the practices.

The sponsor and/or administration will pick judges. The best is to have Hutchinson Junior College cheerleaders come do the judging. They offer this service free of charge to schools in the area.

### **BOE approved June 14, 1999**

#### **Amendment approved by BOE April 13, 2004**

The squad shall be limited to no more than eight cheerleaders. (Two or more yell-leaders may participate, but the total number of cheerleaders and yell-leaders will not exceed a total of eight.)

There will be two or three judges, which will be impartial.

Cheerleaders will be subject to the extracurricular policy: regarding eligibility. In addition, any cheerleader that is ineligible for four consecutive weeks shall become inactive for the remainder of the school year.

#### **Amendment approved by BOE May 18, 2010**

The squad shall be limited to no more than six cheerleaders. (Two or more yell-leaders may participate, but the total number of cheerleaders and yell-leaders will not exceed a total of six.)

#### **Amendment approved by BOE May 9, 2022**

The squad shall be limited to no more than 6 Varsity Cheerleaders and up to 4 Junior Varsity Cheerleaders meeting a minimum score during tryouts.

## Classified Early Retirement Incentive

Classified staff members of the Burrton Unified School District No. 369, who may find it necessary or desirable to retire from employment with the district prior to normal retirement age may elect to retire under the terms and conditions hereinafter specified. Early retirement is voluntary and at the discretion of an eligible employee. For those employees electing to utilize the early retirement incentive by application in the 1992-93 school year and subsequent years, the payment of benefits shall be monthly, and will cease at the end of the month in which the employee's sixty-fifth (65th) birthday occurs. The maximum benefit period is sixty months.

### **Eligibility Criteria**

1. Is currently a full time classified employee of U.S.D. No. 369.
2. Is not less than fifty-seven (57) years of age and not more than sixty-four (64) years of age.
3. Must have ten (10) or more consecutive years of employment with U.S.D. No. 369.
4. Eligibility in accordance with items 1, 2, and 3 above will be determined by the superintendent. An employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.
5. All payments shall be subject to all applicable deductions and made in accordance with procedures established by U.S.D. No. 369.

### **Application**

An employee may apply for early retirement by giving written notice to the superintendent. Such written notice shall be submitted at least 90 calendar days preceding the anticipated retirement date and shall include the following information:

- a) A statement of the applicant's desire to take early retirement;
- b) The anticipated date of retirement;
- c) The applicant's birth date and age on the date of retirement;
- d) The current mailing address and telephone number of the applicant;
- e) The number of years applicant has been employed by U.S.D. No. 369;
- f) Applicant's highest contracted salary;
- g) Whether the applicant desires health insurance coverage through the school district's health insurance program by deduction of the monthly premiums from the early retirement benefit or by the applicant paying his/her own monthly premiums. Eligibility to continue on the health plan ends at the end of the month the employee becomes 65 and is contingent on the district maintaining a health insurance group.

Following final action by the board on any application for early retirement, the superintendent shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid.

### **Basis of Retirement Benefit**

The early retirement benefit shall be a monthly payment determined by utilization of the percentage opposite the year of benefit utilization on the following table. The percentage for the year of benefit shall be multiplied by the employee's highest annual base contract salary. The payment shall be paid monthly (1/12 of benefit for that year) and stop at the end of sixty months or the month when the employee's 65th birthday occurs. Monthly payments shall begin the month following the date of retirement.

Year of Benefit	Percentage of Last Annual Salary
1st Year	20%
2nd Year	18%
3rd Year	16%
4th Year	14%
5th Year	12%

It is further provided that the superintendent shall compute on or before February 1 of each year an estimated early retirement benefit for each employee between ages fifty-seven (57) and sixty-five (65). This information shall become a part of the employee's permanent file.

### **Terms and Conditions**

The early retirement payment benefit will terminate after sixty months or in the month which the retiree reaches age sixty-five (65) whichever occurs first. The option to maintain health insurance shall terminate with the payment for the month in which the retiree reaches age sixty-five (65). In the event of the death of the employee before all incentives have been paid any remaining incentive payments will be paid in a lump sum to the beneficiary(ies) listed on a district form provided the employee at the time of application, which will be attached to the application.

An employee who takes early retirement shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.

If any provision of this early retirement plan is determined to be in violation of Federal or State laws or regulations, the plan shall then immediately terminate by board action and shall be of no further force or effect unless re-adopted by the board.

**(BOE approved 11-9-92, revised 7-25-94, and revised again 8-14-00)**

## **COOPERATING AGREEMENT USD 308 AND AREA DISTRICTS**

This agreement is made by and between the Board of Education of Hutchinson Unified School

District No, 308 (hereafter referred to as USD 308) and the Board of Education of Burrton Unified School District 369 (hereafter referred to as USD 369 )

USD 308 agrees to provide vocational programs approved by the State Board of Education, USD 308 will furnish a list of approved programs available at its center as soon as possible after KSBE approval.

USD 308 will provide the instructional, support and administrative personnel along with the facilities, equipment and materials necessary to conduct state approval courses and programs on USD 308 property.

USD 369 agrees to pay USD 308 for each secondary student FTE it enrolls in a USD 308 program tuition equal to the per student state support for the current year plus the total weighted funding for a vocational student approved by the state for the current year. Tuition will be assessed yearly and will be due within 60 days of invoice.

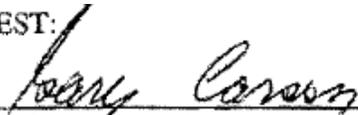
USD 369 agrees that student transportation to the USD 308 Vocational Center is the responsibility of the cooperating district or the participating student.

USD 308 reserves the right to revise or discontinue existing programs or establish new programs at its discretion upon approval by the State Board of Education.

While every effort will be made to accommodate out-of-district students, USD 308 reserves the right to limit enrollment of said students in its vocational programs. A set number of slots will be reserved for out-of-district students residing in Reno County. Applications received from out-of district by March 31 will be given first consideration to fill those slots on a first-come, first-serve basis, Applications received after that date will be approved on a space available basis.

This agreement shall be effective for five (5) years unless superseded by an act of the Kansas Legislature of Kansas State Board of Education, beginning July 1, 2005 and ending June 30, 2010. The agreement may be modified at any time upon mutual agreement of both parties.

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board, USD 308

  
\_\_\_\_\_  
President, USD 308 Board of Education

\_\_\_\_\_  
Clerk of the Board, USD 369

\_\_\_\_\_  
President, USD 369 Board of Education

BOE approved: May 9, 2005

## COOPERATING AGREEMENT USD 308 AND AREA DISTRICTS

This agreement is made by and between the Board of Education of Hutchinson Unified School District No. 308 (hereafter referred to as USD 308) and the Board of Education of Burrton Unified School District 369 (hereafter referred to as USD 369 )

USD 308 agrees to provide vocational programs approved by the State Board of Education. USD 308 will furnish a list of approved programs available at it's center as soon as possible after KSBE approval. Changes in program approval status will be provided annually.

USD 308 will provide the instructional, support and administrative personnel along with the facilities, equipment and materials necessary to conduct state approval courses and programs on USD 308 property.

USD 369 agrees to pay USD 308 for each secondary student FTE it enrolls in a USD 308 program tuition equal to the total weighted funding for a vocational student approved by the state for the current year. Tuition will be assessed by semester and will be due within 60 days after the start of the term.

USD 369 agrees that student transportation to the USD 308 Vocational Center is the responsibility of the sending district or the participating student.

USD 308 reserves the right to revise or discontinue existing programs or establish new programs at it's discretion upon approval by the State Board of Education. While every effort will be made to accommodate out-of-district students, USD 308 reserves the right to limit enrollment of said students in it's vocational programs. A set number of slots will be reserved for out of-district students. Applications received from out of-district by March 1 will be given first consideration to fill those slots on a first-come, first served basis. Applications received after that date will be approved on a space available basis.

This agreement shall be effective for five (5) years unless superseded by an act of the Kansas Legislature of Kansas State Board of Education, beginning July 1, 2000 and ending July 30, 2005. The agreement may be modified at any time upon mutual agreement of both parties.

ATTEST:

  
Clerk of the Board, USD 308

  
President, USD 308 Board of Education

  
Clerk of the Board, USD 369

  
President, USD 369 Board of Education



**Hutchinson  
Public  
Schools**

**VOCATIONAL TECHNICAL CENTER**

[500 PLAZA WAY  
HUTCHINSON, KANSAS 6750-5876  
TELEPHONE (620) 665-4522  
1-866-570-6000  
FAX NUMBER (620) 665-4524

**DON THOMAS**  
DIRECTOR - VOCATIONAL,  
TECHNICAL, INDUSTRIAL EDUCATION

April 11, 2005

TO: Area Superintendents

FROM: Don Thomas

RE: Cooperating Agreements

Dear Mr. Harris,

It has come to my attention that the cooperating agreement between your school district and the Hutchinson Vocational Technical Center has nearly expired. Please complete the enclosed agreement and return it to me at your convenience.

As always, if you have any questions or concerns about any facet of our cooperative efforts to provide vocational training, please contact me.

Respectfully,

Don Thomas, Director  
Vocational Technical Center

COOPERATING AGREEMENT  
USD 373 and Area Districts

This agreement is made by and between the Board of Education of Newton Unified School District No. 373 (hereafter referred to as USD 373) and the Board of Education of \_\_\_\_\_ Unified School District No. \_\_\_\_\_ (hereafter referred to as USD \_\_\_\_\_).

USD 373 agrees to provide vocational programs approved by the State Board of Education. USD 373 will furnish a list of approved programs annually.

USD 373 will provide the instructional, support and administrative personnel along with the facilities, equipment and materials necessary to conduct state approved courses and programs on USD 373 property.

USD agrees to pay USD 373 for each secondary student FTE it enrolls in a USD 373 program an amount equal to the funding the Newton district would receive for a student in an approved vocational program for the current year (base budget per pupil + vocational weighting). The fee will be assessed by credit by semester and will be due within 60 days after the start of the term.

USD agrees that student transportation to the USD 373 Vocational Center is the responsibility of the sending district or the participating student USD 373 reserves the right to revise or discontinue existing programs or establish new programs at its discretion upon approval by the State Board of Education.

While every effort will be made to accommodate out-of-district students, USD 373 reserves the right to limit enrollment of said students in its vocational programs. A set number of slots will be reserved for out-of-district students. Applications received from out-of-district by March 1 will be given first consideration to fill those slots on a first-come, first-served basis. Applications received after that date will be approved on a space available basis.

This agreement shall be effective for five (5) years unless superseded by an act of the Kansas Legislature or Kansas State Board of Education, beginning July 1, 2003, and ending June 30, 2008. The agreement may be modified at any time upon the mutual agreement of both parties.

ATTEST:

\_\_\_\_\_  
Clerk of the Board, USD 373

\_\_\_\_\_  
President, USD 373 Board of Education

\_\_\_\_\_  
Clerk of the Board, USD \_\_\_\_

\_\_\_\_\_  
President, USD \_\_\_\_ Board of Education

BOE approved, February 10, 2003

Student's name \_\_\_\_\_ Grade level \_\_\_\_\_

## **Extended Day Local Board Policy**

The Burrton school district offers an extended school day program to help ensure that all students are performing at grade level. Determination of eligibility for the extended day will be based upon scores on the Kansas state assessment; local assessments; and teacher recommendation. Any student required to attend the extended day who fails to attend would be subject to Kansas state truancy law. Duration, length and grade level participation of the extended day program will be determined on a year to year basis, based upon the academic needs of the students of USD 369.

**BOE Approved 8/9/10**

## USD 369 Extra-Curricular Activity Heat Policy

Heat illness in athletes is a serious situation, and if not handled properly can have catastrophic consequences. This policy is to guide decisions regarding athletic participation in extreme heat/humidity environmental conditions. This will help us ensure that our athletes have an opportunity to train safely and effectively in situations of extreme heat/humidity. The policy applies to all extra-curricular outdoor activities.

The chart below will be used to assess the potential severity of heat stress during outdoor activities. The chart should be used as a guideline for determining practice time and equipment requirements. Individual reactions to the heat will vary among athletes and coaches are always expected to exercise proper judgment based on their observations.

HEAT INDEX											
ENVIRONMENTAL TEMPERATURE (F°)											
	70°	75°	80°	85°	90°	95°	100°	105°	110°	115°	120°
Relative Humidity	Apparent Temperature										
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	125+
30%	67	73	78	84	90	96	104	113	123	125+	125+
40%	68	74	79	86	93	101	110	123	125+	125+	
50%	69	75	81	88	96	107	120	125+	125+		
60%	70	76	82	90	100	114	125+	125+			
70%	70	77	85	93	106	124	125+				
80%	71	78	86	97	113	125+					
90%	71	79	88	102	122	125+					
100%	72	80	91	108	125+						

ATHLETIC PARTICIPATION MODIFICATIONS BASED ON THE HEAT INDEX	
Apparent Temperature	
<90 (White)	<b><u>Regular practice with reasonable rest and water breaks.</u></b> <i>Normal activity</i>
90-104 (Yellow)	<b><u>Modify practice schedule for water/rest breaks every 15-20 minutes.</u></b> <i>Heat cramps or heat exhaustion possible</i>
105-124 (Red)	<b><u>Practice in t-shirt and shorts only. No pads or helmets for football.</u></b> <b><u>Water/rest breaks every 15 minutes.</u></b> <i>Heat cramps or heat exhaustion likely, heatstroke possible</i>
>125 (Black)	<b><u>No outdoor practice</u></b> <i>Heat stroke highly likely</i>

Before practice, coaches are responsible to check the temperature and humidity to determine the proper practice modifications. The temperature and humidity can be found on KSHSAA's website or on the National Weather Service website. Coaches are responsible to make the required modifications for practices as outlined above. School administration has the final say as to the level of modifications necessary for games (in cooperation with competing school administration) or if there is a question about the practice situation.

## **High School Extra-curricular Activity Trips Return Policy**

One of the most important experiences of extra-curricular activities is learning to be a team - sticking together, win or lose, and developing a camaraderie and respect that goes beyond a game or contest.

To that end, our preference is to have all participants ride to and from activities on the activity bus. We do understand that there may be occasions when the child may need to go with their parent after the event. We have established this uniform policy for the convenience of parents so the procedure will be consistent, regardless of the activity.

For documentation purposes, we are asking that the parent give the sponsor/coach a signed note stating the reason the student will not be returning with the group, *prior* to the bus departing for the event. The parent will then make contact with the sponsor/coach at the conclusion of the event so we know we are releasing the child to the parent. If you have special circumstances that require other arrangements, please contact the sponsor/coach *prior* to the event.

These guidelines are established for the safety of our children. We appreciate your cooperation and understanding.

**BOE approved December 13, 1999**

## **Middle School Extra-curricular Activity Trips Return Policy**

One of the most important experiences of extra-curricular activities is learning to be a team - sticking together, win or lose, and developing a camaraderie and respect that goes beyond a game or contest.

To that end, our preference is to have all participants ride to and from activities on the activity bus. We do understand that there may be occasions when the child may need to go with their parent after the event. We have established this uniform policy for the convenience of parents so the procedure will be consistent, regardless of the activity.

For documentation purposes, we are asking that the parent give the sponsor/coach a signed note stating the reason the student will not be returning with the group. The parent will then make contact with the sponsor/coach at the conclusion of the event so we know we are releasing the child to the parent. If you have special circumstances that require other arrangements, please contact the sponsor/coach *prior* to the event.

These guidelines are established for the safety of our children. We appreciate your cooperation and understanding.

**BOE approved July 12, 2004**

# FACILITIES USE AGREEMENT

WHEREAS, in the event of a disaster it is advisable to have a Community Emergency Preparedness Plan (hereinafter "Plan"); and

WHEREAS, the City of Burrton (hereinafter "City") is developing such a Plan; and,

WHEREAS, as part of the Plan, the City requires the use of Burrton U.S.D, No, 369's (hereinafter "District") facilities, communication equipment, and vehicles; and,

WHEREAS, District has the necessary facilities, communication equipment, and vehicles and desires to provide assistance to City in meeting the requirements of the Plan;

NOW THEREFORE, City and District enter into this *Facilities Use Agreement* agreeing as follows:

1. District will make available the middle school locker rooms to serve as a fall-out shelter. District will post appropriate signage designating fall-out areas,
2. District will allow City to use any and all food stocks on hand while the city is using District facilities as a result of a disaster situation,
3. District will make available and allow the use of District's communications equipment (2-way radio system and base) during a disaster situation,
4. District will provide vehicles (five (5) busses and two (2) Suburbans) for mass transportation during a disaster situation.
5. City will reimburse District for any and all food stocks used during a disaster situation.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed on this 12<sup>th</sup> day of September, 1999.

Drew Harris  
Burrton U.S.D. No. 369, Burrton, KS  
Superintendent  
Title

James P. Redinger  
City of Burrton, KS  
Mayor  
Title

Attest:  
Jacqueline Spencer  
Clerk of the Board

Attest:  
Delhi Schoenhoff  
City Clerk

BOE approved August 9, 1999

## **Foreign Exchange Students**

Burrton High School will accept up to four foreign exchange students per year. Additional students will only be accepted with approval of the superintendent.

The school would prefer not to have two or more foreign exchange students of the same nationality.

Foreign exchange students will be allowed to participate in graduation ceremonies. These students will receive a *Certificate of Attendance* and an official transcript. They will not receive a Burrton High School diploma.

**BOE approved September 13, 1999**

**BOE approved October 10, 2011**

## **Enrollment Fees for Foster Children**

Unified School District No. 369 will waive enrollment fees for foster children who are enrolled in school at USD No. 369.

**BOE approved: September 10, 2001**

## **Handbook language on FACEBOOK (Social Networking Sites)**

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

**BOE Approved 07/15/10**

**Harvey County Health Department  
 Neighborhood Distribution Center  
 Memorandum of Understanding  
 Facility Needs in the Event of an Emergency**

*Working Space* with (please circle yes or no):

Tables	(Yes/No)	__(number of)
Desks	(Yes/No)	(number of)
Chairs	(Yes/No)	__(number of)
Telephones	(Yes/No)	__(number of)
Lights	(Yes/No)	
Computer Connections	(Yes/No)	__(number of)
Electrical Outlets	(Yes/No)	__(number of)

*Responsibility of facility management:*

Make facility available to Harvey County Health Department and Emergency Management personnel in the event of an emergency (such as mass vaccination/immunization or medication distribution)

Make available to Harvey County Health Department and Emergency Management personnel those items listed above in the event of an emergency (such as mass vaccination/immunization or medication distribution)

*Responsibility of Harvey County Health Department and Emergency Management personnel:*  
 Management of operations taking place in and around facility used in the event of an emergency, to include, but not be limited to:

- Security
- Medical/health related activities
- Signage indicating this is a Neighborhood Distribution Site
- Communication with media from facility

Facility management/representative \_\_\_\_\_ Date \_\_\_\_\_

Harvey County Health Dept. Director \_\_\_\_\_ Date \_\_\_\_\_

BOE approved: August 11, 2003

**Harvey County Health Department  
Neighborhood Distribution Center  
Memorandum of Understanding  
Facility Usage**

At this time, local health departments are being asked to plan for the large-scale vaccination/immunization of, or medication distribution to, communities in the event of an emergency. The Harvey County Health Department is working on this, by asking the management of various Harvey County community facilities to make available their auditorium/community building to Harvey County Health Department, Harvey County emergency personnel, and state authorities (as needed) in the event of an emergency. Also, as part of this understanding, the Harvey County Health Department asks you to make available your facility for training, at a day and time agreed upon by all parties. Please review the enclosed checklist of facility needs in preparation for such usage. If you agree to enter into this understanding, fill out and sign the enclosed sheet and mail back to the Harvey County Health Department at the address indicated below. By reviewing facility needs and entering into this understanding, we will be able to fully plan for the treatment of the citizens of Harvey County in the event of an emergency.

Your assistance in this planning is greatly appreciated. Should you have any questions, please contact:

Terry E. Bourlard, MPH  
Assistant Director of Community Services  
Harvey County Health Department  
316 Oak St.  
Newton, KS 67114  
Phone: 316-283-1637  
Fax: 316-283-0057

BOE approved: August 11, 2003

**Harvey County Partnership/Communities In School, Inc.  
Advisory Council Partnership  
Memorandum of Understanding**

This Advisory Council Partnership Memorandum of Understanding made this \_\_\_ day of \_\_\_\_\_, 2003 and between

The Harvey County Partnership/Communities In Schools, Incorporated Board of Directors established for the community as the Local Planning Council  
and

---

(Agency's/Organization's Name)

WHEREAS, family is defined as any individual living in Harvey County;

WHEREAS, all families have problems from time to time; and

WHEREAS, persons flourish best when they live in a community united; and

WHEREAS, families in crisis need and deserve the support and care of all community systems; and

WHEREAS, community systems can be most effective when they coordinate their services in support of the family; and

WHEREAS, the prosperity of Harvey County depends on the quality of the lives of our families and life experiences of our children; and

WHEREAS, any family in need should have the benefit of coordinated support to achieve economic self-sufficiency; and

WHEREAS, the above mentioned agencies and organizations are desirous of creating a working partnership to coordinate and collaborate services and programs for individuals in Harvey County, Kansas.

Harvey County Partnership/Communities In Schools, Inc. has been legally incorporated and will exercise the rights and responsibilities described below:

**ARTICLE I: GOVERNANCE**

The partnership of organizations will be guided by the Harvey County Partnership/Communities In Schools, Inc. Board of Directors. These organizations may individually also have governing boards or officers who shall direct them. A group of representatives, one from each organization, shall make up the Advisory Council, and shall meet to advise the Harvey County Partnership/Communities In Schools, Inc. Board of Directors to further the concept and vision of the Local Planning Council.

**ARTICLE II: PURPOSE**

The Harvey County Partnership/Communities In Schools, Inc.'s goal is for service systems to work together effectively to:

1. Support the concept of a Community Resource Center to serve as an information and referral agent to agencies and those needing health, employment, social and/or educational services.
2. Support community agencies' efforts in providing education and counseling for youth in the prevention and intervention of tobacco, alcohol, and other drug usage.
3. Assist agencies and organizations in reducing juvenile crime by special programming, seminars and dissemination of information.

### **ARTICLE III: MEMBERSHIP**

Membership to the Advisory Council is open to any agency, organization or private citizen who shares the philosophy, concepts, and visions of the endeavor and is approved by the Board of Directors.

Membership is contingent on regular attendance to the council meetings. If there is excessive absenteeism, as determined by the council, members may be asked to resign or appoint a different representative from their agency or organization.

All members must be committed to the concept of conducting coordinated and collaborative projects. They should not be a member simply to further the individual goals of their organization and must be willing to take whatever action is necessary for the "good" of the community.

### **ARTICLE IV: DUTIES**

The Advisory Council shall have the following duties and responsibilities;

1. Act to generate special fund raising activities for jointly coordinated and collaborative projects and applications.
2. Meet once a month to further collaborative efforts of member organizations, both on new and existing efforts.
3. Support prevention and early intervention programs and services.
4. Develop communication that will link agencies and organizations in their efforts to better serve children and families.
5. Work toward a single access service system for Harvey County families.
6. Share training based on our common needs, methods, and approaches.
7. Cooperate in the development of integrated data collection process, which will provide management information as well as a basis for evaluation of the above purposes.
8. Make recommendations to the Harvey County Partnership/Communities In Schools, Inc. to achieve the above duties for the organization

### **ARTICLE V: AGREEMENT DURATION**

Duration of this agreement shall remain in effect for a term of one year from January 1, 2003 to December 31, 2003, or unless agreed to otherwise in writing between the parties.

Harvey County Partnership/Communities In Schools, Inc. Advisory Council members have executed this agreement on the day of \_\_\_\_\_, \_\_\_\_\_, and the parties hereto agree to be bound by the provisions herein set forth.

Harvey County Partnership/Communities In Schools, Inc.

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President  
Harvey County Partnership/Communities In Schools, Inc. Board of Directors

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Agency

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Agency Representative Signature

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Agency President or Chief Executive Officer

BOE Approved March 10, 2003

### **Memorials for deceased students or staff**

Death can impact the school community. Schools are designed to support learning. They should not be the main venue for permanent memorials for staff or students. Scholarships or awards are the only permanent memorial allowed for the deceased. They shall be limited in their use and subject to prior board approval.

**BOE Approved 07/15/10**

## **Staff Family Activity Pass**

All district personnel and Board of Education members shall be provided a complimentary family activity pass.

**BOE approved: September 9, 2002**

**Amendment to KASB policy JDDB,  
Student Privacy Rights**

Policy JDDB is amended to include the statement: "To enforce this policy and protect the student's privacy rights, the principal shall get written permission from the parents before releasing information to the Department of Motor Vehicles."

**BOE approved 1-8-01**

## **Vo-Tech Students**

All vo-tech students:

1. Must be a pupil in good standing in Burrton High School in regard to attendance and discipline in order to enroll in the vo-tech program.
2. Must live in the Burrton School District to enroll in vo-tech at the district's expense.
3. USD 369 will not pay for evening and summer vo-tech classes.
4. Attendance at vo-tech is required and will be checked weekly and the Burrton High School attendance policy will be strictly enforced. Saturday detention will be assigned for unexcused absences.
5. If the student quits or drops vo-tech, reimbursement to USD 369 will be required.
6. Five unexcused absences will terminate the student from vo-tech. Reimbursement to USD 369 will be required.
7. Students must have a minimum of 14 credits and a 2.0 GPA to enroll in vo-tech.

**BOE approved 9-9-02**

## **Tobacco Products On School Grounds and Property**

The use of tobacco products in any form is prohibited in any school building, owned, leased, or rented by the district. School property includes all USD 369 real property (including parking lots and athletic facilities). Such use is also prohibited on any school property or in any school owned vehicle. Person or persons refusing to comply with this policy will be asked to leave school property for the rest of the day or the remainder of the activity. Further refusal to comply shall be cause for their referral to local law enforcement.

**BOE approved 2-16-07**

## Interrogation and Investigations

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

### Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

### Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal **shall** be present.

### Investigations Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is

found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

#### Violations of Criminal Law

Information on the criminal conduct shall be turned over to law enforcement officials.

#### 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 SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents.

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect. ,

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

#### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling

disturbances at school and if necessary to take students or other persons into custody.

BOE Approved June 18, 2007

Anti-Bullying Policy Proposal and Plan to Address Bullying

**KASB Recommended Policy:**

**JDDC Bullying (See GAAB, JCE, JGEC, JGI~CA JDD and EBC)**

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation- 06/07

BOE 12-17-07

## Head Lice Board Policy

- 1) Loss of attendance at school should be limited to what is necessary for effective treatment to be initiated
- 2) District staff or parent/guardian may refer the student to the office for a head lice check,
- 3) A school representative will check the student's head for live lice and nits (eggs), Finding a nymph or adult louse may be difficult as head lice can move quickly from searching fingers, If crawling lice are not seen, finding nits within 1/2 inch of the scalp confirms that a person is infested and should be treated, Treatment should be started when active lice or viable eggs (nits within 1/2 inch of the scalp) are observed, In general when nits are more than 1/2 inch from the scalp, and don't see a nymph or adult louse, the infestation is probably an old one and does not need to be treated,
- 4) If there is presence of a nymph, adult head louse and/or nits within 1/2 inch of the scalp:
  - a) The parent/guardian is phoned requesting the student be taken home for treatment with an antiparasitic hair product. The school will send a letter home to the parents/guardians.
  - b) Information on the head lice, treatment, and prevention will also be sent home. Parents/guardians will be encouraged to check their children's head for head lice on a weekly basis,
  - c) For those parents/guardians who cannot afford all antiparasitic drug, USD 369 will provide a pediculicide without cost.
  - d) USD 369 staff will check other students who were most likely to have had direct head-to-head contact (e.g. classroom, siblings) with the student found to have an active case of head lice or nits within 1/2 inch of the scalp,
- 5) Upon return to school a school representative will recheck the student for live lice.
- 6) The parent/guardian will provide the school with proof of treatment (e.g. product packaging).
- 7) The student will be rechecked at various intervals to screen for additional nymph, adult louse or nits within 1/2 inch from the scalp,
  - a) Nits are incubated by body heat and hatch in 7 to 14 days
  - b) Since nits are particularly resistant to some chemical treatments, a second treatment is often required about 7-10 days later to target the nymphs that hatch after the initial treatment.
  - c) Nymphs mature into adults about 7-12 days after hatching
  - d) If not treated, this life cycle may repeat itself every 3-4 weeks
- 8) USD 369 staff is not responsible for delousing or taking nits (eggs) out of students hair.

### References;

CDC, Division of Parasitic Diseases Fact Sheet for the General Public: Head Lice Infestation, Revised August 18, 2005.

Kansas Administrative Regulations (KAR 28-1-1)

Kansas Department of Health and Environment (KAR 28-1-6) Article 1 - Diseases

Pollack, R.I, Harvard School of Public Health: Head Lice Information

**BOE Approved 1/22/08**

## **Facility Usage**

The USD 369 Board of Education recognizes there are groups and/or organizations, which are ongoing with primary goals of community betterment and providing varying degrees of services to district students.

The use of school facilities or school grounds, however, shall not interfere with scheduled maintenance or construction on school facilities, with daily school use, or any school sponsored activity,

The use of facilities or school grounds by community groups may be allowed by the board on a temporary basis. No alteration to any facility shall be made by the renter or personnel without the written permission of the superintendent.

The board of education has the right to waive all or part of the fees associated with the rental of the school in the event they feel it is for the betterment of the school.

This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

**BOE 3/31/08**

## **Facility Use Agreement**

The individual or group using the facility agrees is to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to the use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, un-prescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

Payment for the use of the facility is to be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

The fee for gym usage is \$150 / day. The fee for classroom or commons area usage is computed at \$0.25 per square foot / day. A district custodian shall remain on duty for the entirety of usage of the facility. The custodian shall be paid at 1.5 times their normal district rate of pay. Usage during any part of a day is considered a full day.

**BOE approved 3/31/08**

**Preschool Fee Waiver for USD Staff Members**

USD 369 will waive the out-of-district preschool enrollment fees incurred for all staff members who enroll their child(ren) in the preschool program regardless of district residence.

BOE Approved 09.12.11