Regular Board of Education Meeting

Thursday, July 24, 2025 5:00 PM
Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846

A. **PLEDGE**
B. **SILENT REFLECTION**
C. **APPROVAL OF AGENDA**
1. Add item D.4.b., Consent Agenda, Other, the Board of Education is asked to consider and approve the updated Mission and Vision Statement.
2. Item D.3., additional classified personnel actions for consideration.
D. **CONSENT AGENDA**
1. Minutes
a. Minutes of the July 14, 2025, Regular Board of Education Meeting
2. Accounts Payable totaling $4,733,491.05, noting that all major accounts contain adequate balances to meet current obligations.
3. Personnel
a. Certified
b. Classified
4. Other
a. The Board of Education is asked to consider and approve the following Board of Education Policy changes.
i. BBC Board Committees
ii. CCA District Organizational Chart
iii. CN Public Records
iv. DFE Investment of Funds
v. DFH Fundraising Activities (NEW)
vi. GAE Complaints, formerly titled GAE Classified Employee Grievance Procedure
vii. GAACB Employee Whistleblower (NEW)
viii. IB School Site Councils
ix. IC Educational Program
x. JBC Enrollment
xi. JBCD Enrollment of Military Students (NEW)
xii. JBCDA In District Transfer (title change)
xiii. JGFGB Supervision of Medications
xiv. JH Student Activities
xv. KBC Media Relations and Usage
xvi. KGB Concealed Observations
xvii. KM Visitors to the School
xviii. KN Complaints
b. The Board of Education is asked to consider and approve the updated Mission and Vision Statement.
E. **NEXT BOARD MEETING**
F. **ADJOURNMENT**

GARDEN CITY
PUBLIC SCHOOLS

DRAFT* MINUTES *DRAFT

Regular Board of Education Meeting, Monday, July 14, 2025 - 6:00 PM

Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, 67846

The Board of Education of Garden City USD 457 met for a Regular meeting on Monday, July 14, 2025, at 6:00 P.M. in the Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846.

Board members present were Andy Fahrmeier; Jackie Gigot; Mark Hinde; Nathan Haeck; Randy Ralston; Robin Bergkamp. Joining board members at the conference table was Interim Superintendent, Josh Guymon. Also in attendance were Drew Thon, Interim Deputy Superintendent and Steve Nordby, Interim Assistant Superintendent.

President Randy Ralston called the meeting to order at 6:00 P.M. The meeting opened with the Pledge of Allegiance.

A. **PLEDGE** – Everyone stood for the Pledge of Allegiance

B. **SILENT REFLECTION** – Thirty seconds of silent reflection was observed.

C. **APPROVAL OF AGENDA - with the following amendments:**

C.1. Additional certified and classified personnel actions, Item E.3.

C.2. Remove Item F.7. - New Business - The Board of Education is asked to consider and approve the Purchase and Subscription Services Agreement between Raptor Technologies and Garden City Public Schools for EmployeeSafe Suite Renewal (Public School Works) in the amount of $41,433.00 for a one-year contract.

C.3. Add Item I.1, Executive Session, for consultation with an attorney for the body or agency which would be deemed privileged in an attorney-client relationship.

I move to approve the meeting agenda as amended. This motion, made by Andy Fahrmeier and seconded by Mark Hinde, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

D. **DELEGATIONS, Q & A, PUBLIC COMMENTS, RECOGNITIONS, COMMITTEE REPORTS**

D.1. **Election of Board of Education President and Vice President**

D.1.a. **President** - President Randy Ralston declared that nominations for the office of President were in order.

I move to nominate Randy Ralston for President. This motion, made by Robin Bergkamp and seconded by Andy Fahrmeier.

After no further nominations were made, President Randy Ralston declared that nominations cease. Voting took place.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

D.1.b. **Vice President** – President Randy Ralston declared that nominations for the office of Vice President were in order.

I move to nominate Mark Hinde. This motion, made by Nathan Haeck and seconded by Jackie Gigot.

After no further nominations were made, President Randy Ralston declared that nominations cease. Voting took place.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

E. **CONSENT AGENDA** – All consent agenda items were approved as presented.

I move to approve all consent agenda items as amended. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Voting Detail:

Bergkamp: Yea
Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

E.1. **Minutes**

E.1.a. Minutes of the June 26, 2025, Regular Board of Education Meeting

E.1.b. Minutes of the June 30, 2025, Special Board of Education Meetings

E.2. **Accounts Payable** totaling $12,828,362.21, noting that all major accounts contain adequate balances to meet current obligations.

E.3. **Personnel**

E.3.a. **Certified**

Appointments: David Arteaga, Jessica Demel

Supplemental Appointment: Robert "Bob" Majeski

E.3.b. **Classified**

Resignations: Weensie Louis Jn Louis, Katina Reist-Strickland, Alexis Ortiz-Sanchez, Holly A. Thomas, Monique Gallegos

Assignments: Gloria Rubio DeMartinez, Daniel Bryson

Transfers:

- Irma Quintana Garcia from Nutrition III – Garfield Early Childhood Center to Nutrition I – Horace Good Middle School
- Amelia Valdiviezo from Para II – Garfield Early Childhood Center to Para I – Garfield Early Childhood Center

E.4. **Other**

E.4.a. Board of Education Standards for the 2025-26 School Year

E.4.b. ANNUAL REORGANIZATION - recommended the following actions be taken:

E.4.b.i. Appointment of Board Clerk, Deputy Board Clerk, Treasurer and Attorney - appointed the following individuals:

- Board Clerk: Jennifer Ramos
- Deputy Board Clerk: Sylvia Ramos
- Treasurer: Trudy Bogle
- Attorney: Jennifer Cunningham - Doering, Grisell and Cunningham

E.4.b.ii. Adopted a Resolution to Establish Board of Education Regular Meeting Dates Designation of the official newspaper and depositories. That The Garden City Telegram be named the official newspaper for USD 457 for the 2025-26 fiscal year; and that Commerce Bank and Equity Bank be named official depositories; and those banks and savings and loan associations with home offices in Kansas and branch offices in Garden City be named as additional investment institutions for the 2025-26 fiscal year.

E.4.b.iii. Adopted a Resolution Waiving the Requirements of Accounting and Auditing on the basis of generally accepted accounting principles and fixed asset accounting for fiscal year 2025-26.

E.4.b.iv. Appointed the following program coordinators:

- Title I Coordinator – Steve Nordby

- Title VI and Title VII Coordinator – Drew Thon
- Title VIB Coordinator – Gina Galpin
- Title IX Coordinator –Drew Thon
- Section 504 Coordinator – Gina Galpin
- ADA Coordinator – Drew Thon
- Homeless Coordinator – Monica Diaz
- Foster Care Contact – Steve Nordby

E.4.b.v. Appointed Representatives for the Nutrition Services Program and KPERS – appointed Tracy Johnson as representative for the School Lunch Program and Rebecca Partin as representative for the Kansas Public Employees Retirement System for the fiscal year 2025-26.

E.4.b.vi. Appointed District Attendance Officers – appointed the three Youth (Truant) Officers and the Principals, Associate Principals and Admin Interns of each elementary, intermediate and secondary schools as Attendance Officers for USD 457 for the 2025-26 school year.

E.4.b.vii. Appointed Hearing Officer for Free and Reduced-Price Meal Application Appeals – appoint Jessica Nothern as hearing officer for free and reduced-price meal application appeals.

E.4.b.viii. Appointed Freedom of Information Officer and records custodians as per Board Policy CN – Public Records – appointed Roy Cessna, Public Information Coordinator, as the Freedom of Information Officer. The clerk is designated as the official custodian of all board records maintained by the district. The superintendent is designated as the official custodian of all district office records maintained by the district. Each building principal and/or program director is designated as the official custodian of all records established and maintained at the building level or other appropriate site.

E.4.b.ix. Adopted a Resolution to Establish Petty Cash Accounts and Limits

E.4.b.x. Adopted a Resolution to Establish a Student Activities Fund

E.4.b.xi. Adopted a Resolution for 1,116-hour school term.

E.4.b.xii. Appointed a Manager of Gate Receipts - appoint Matthew Bayer, District Athletic/Activity Director, as manager of gate receipts.

E.4.b.xiii. Adopted a resolution to appoint hearing officers/committee members to hear extended-term suspension/expulsion due process hearings.

E.4.b.xiv. Appointed Hearing Appeal Officers – appointed all Board of Education members as potential hearing appeal officers and grant authority to the Board President to appoint appeal panels, as needed.

E.4.b.xv. Recognized the collective bargaining unit for the 2025-26 school year – recognize the Garden City Education Association as the collective bargaining unit for the 2025-26 school year.

E.4.b.xvi. Adopted a Resolution to Establish Home Rule.

E.4.b.xvii. Adopted a Resolution to provide early payment of district bills.

E.4.b.xviii. Adopted a Resolution Rescinding Policy Actions found in the minutes of this Board of Education prior to June 30, 2025, and adopt the Board Policy Manual as presented and recommended by the Superintendent of Schools to govern USD 457 during the 2025-26 school year, subject to periodic review, amendment, and revisions by the Board of Education.

E.4.b.xix. Adopted a Resolution for Destruction of Records

E.4.c. Approved the renewal of Workers Compensation Insurance for FY26, RAS in the amount of $332,441.00

E.4.d. Approved of the following 2025–2026 Handbooks:

- GCHS Athletics Handbook

E.5. Accepted the bid for the sale of iPads to a third-party vendor - Second Life Mac - for a total of $59,300.00.

E.6. Approved the disposal of the following obsolete technology equipment.

Item	Quantity
Cisco Phones	950
Cisco Access Points	480
Network Switches	38
ASA Firewall	2
Cisco ATA	1
Infoblox Server	1
Cisco Router	20
Voice Gateway	4
Wireless controller	4
iPad/Laptop Carts	20
SMART Boards	50
Various Monitors, printers, scanners, faxes	

F. **NEW BUSINESS**

F.1. **The Board of Education is asked to consider and approve the Cardiac Emergency Response Plan.** Michelle Shull, Health Services Coordinator, presented the following.

A Cardiac Emergency Response Plan is a written document that establishes the specific steps to reduce death from cardiac arrests.

The legislation states the Board of Education of each Kansas school district shall adopt a comprehensive cardiac emergency response plan, including policies and procedures for cardiac emergency responses for each attendance center operated by the school district.

Board members' questions were answered. The following action to place.

I move to approve the Cardiac Emergency Response Plan as presented. This motion, made by Nathan Haeck and seconded by Robin Bergkamp, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.2. **The Board of Education is asked to consider and approve the contract with The New Teacher Project (TNTP) to work with two buildings on Targeted Support for Improvement (TDI), Bernadine Sitts Intermediate Center and Abe Hubert Elementary.** Gina Galpin, Director of Special Education presented the following.

KSDE provides grant money to fund targeted support for buildings for improvement. BSIC and AHE are on TSI for their low state assessment scores for special education students. KSDE approved a

grant to pay TNTP to work with these two buildings during the 2025-26 school year to improve their special education programs in Tier 1 (core instruction) and in the resource settings. The grant will fully fund the contract with TNTP. TNTP will provide in-person support through professional development, observations, feedback, and coaching. KSDE will reimburse USD 457 for the amount of the contract.

Board members' questions were answered. The following action to place.

I move to approve the contract with The New Teacher Project (TNTP) to work with two buildings on Targeted Support for Improvement (TDI), Bernadine Sitts Intermediate Center and Abe Hubert Elementary as presented. This motion, made by Mark Hinde and seconded by Andy Fahrmeier, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.3. **The Board of Education is asked to consider and approve the updated Memorandum of Understanding (MOU) agreement between USD 457 Compass Behavioral Health.** Gina Galpin, Director of Special Education presented the following.

USD 457 partners with Compass Behavior Health to create a mental health intervention team. The Mental Health Intervention Team consists of a mental health school liaison, case managers, and therapists. USD 457 allows Compass providers to provide mental health services to students at school during the school day and agrees to provide spaces for mental health professionals to meet with students. USD 457 staff can refer students to the Mindful Support program to gain access to mental health services at school.

Board members' questions were answered. The following action to place.

I move to approve the Memorandum of Understanding (MOU) agreement between USD 457 Compass Behavioral Health as presented. This motion, made by Robin Bergkamp and seconded by Nathan Haeck, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.4. **The Board of Education is asked to consider and approve the updated Memorandum of Understanding (MOU) between the Finney County (FICO) Jail and USD 457 for special education services that will be provided to 18–21-year-olds housed at the FICO Jail.** Gina Galpin, Director of Special Education, presented the following.

USD 457 is required by law to provide special education services to anyone between the ages of 18-21 who qualifies for special education services and are housed in the Finney County Jail. USD 457 has developed an MOU agreement with the FICO Jail/Finney County Sheriff's Office.

Board members' questions were answered. The following action to place.

I move to approve the Memorandum of Understanding (MOU) between the Finney County (FICO) Jail and USD 457 for special education services that will be provided to 18–21-year-olds housed at the FICO Jail as presented. This motion, made by Mark Hinde and seconded by Jackie Gigot, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.5. **The Board of Education is asked to consider and approve the Certified Physical Therapist Services Agreement between USD 457 and Jessica King. Speaker(s):** Gina Galpin, Director of Special Education, presented the following.

USD 457 does not employ a full-time Physical Therapist (PT) to provide services to our students in special education due to a staff shortage. Jessica King is a licensed Physical Therapist who provides supervision to our Physical Therapist Assistant (PTA). Our PTA provides direct services to our students.

Board members' questions were answered. The following action to place.

I move approve the Certified Physical Therapist Services Agreement between USD 457 and Jessica King as presented. This motion, made by Jackie Gigot and seconded by Nathan Haeck, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea

Ralston: Yea
Wiese: Absent
Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.6. **The Board of Education is asked to consider and approve the continuation of Read 180 by Houghton Mifflin Harcourt Company, an existing curriculum resource. The agreement is a one-year contract from July 2025–July 2026, in the amount of $84,395.77.** Heather Stegman, Director of Elementary Curriculum and Instruction presented the following.

Read 180 is a reading intervention resource that has been used in the district for many years. It is used in grades 5 - 12 and is the primary resource for our Newcomers and ESL classrooms. In addition, some special education and at-risk students receive interventions using this curriculum resource.

Read 180 is on the KSDE Approved List of State At-Risk Evidence-Based Programs.

Board members' questions were answered. The following action to place.

I move to approve the continuation of Read 180 by Houghton Mifflin Harcourt Company with a one-year contract from July 2025-July 2026, in the amount of $84,395.77. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Voting Detail:
Bergkamp: Yea
Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Absent
Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.7. **The Board of Education is asked to consider and approve the one-year contract from July 1, 2025, through June 2026 for Inspect Plus, DnA and eduCLIMBER in the amount of $101, 640.** Heather Stegman, Director of Elementary Curriculum and Instruction presented the following.

This is a resource used at all levels throughout the district. It includes the following resources:

DnA, Software License: Illuminate has been our data warehouse for many years. Renaissance purchased Illuminate and rebranded it as DnA. It still has the same capabilities to store our district data. Data stored in DnA includes KAP, Fastbridge, and Common Assessments, as well as records including Student Assistance Team documentation. DnA is also a location where we can create and administer local assessments.

EduClimber: EduClimber is our district data analysis program. It takes the data out of DnA and enables users to create summaries at the district, building, classroom, or student level.
Inspect Plus: Inspect Plus is a new item from Renaissance Learning. It contains banks of assessment questions.

Board members' questions were answered. The following action to place.

I move to approve the one-year contract from July 1, 2025, through June 2026 for Inspect Plus, DnA and eduCLIMBER in the amount of $101, 640.00. This motion, made by Mark Hinde and seconded by Jackie Gigot, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.8. **The Board of Education is asked to consider and approve the renewal of Leader in Me for the amount of $119,240.77 for a one-year contract.** Heather Stegman, Director of Elementary Curriculum and Instruction presented the following.

This is a resource used at all levels in several buildings throughout the district. The following buildings use Leader in Me: Garfield, Abe Hubert, Alta Brown, Edith Scheuerman, Florence Wilson, Georgia Matthews, Gertrude Walker, Jennie Barker, Plymell, Victor Ornelas, Charles Stones, Garden City Achieve.

Leader in Me is a whole school improvement model based on Steven Covey's work with 7 Habits of Highly Effective People. It is a Social/Emotional Curriculum that teaches students to build leadership skills.

Board members' questions were answered. The Board asked for clarification of the length of the contract. The item will be on the consent agenda at the next regular meeting.

F.9. **The Board of Education is asked to consider and approve the Dual Credit Cooperative Agreement between Garden City Community College and Unified School District #457, Garden City Public Schools for Enrollment of Secondary Students for the 2025-2026 school year.** Steve Nordby, Interim Assistant Superintendent presented the following.

State statute requires that the community college and the unified school district have a Dual Credit Cooperative Agreement for the purpose of offering dual credit courses to eligible students who receive both high school credit and college credit. This agreement is updated annually.

Board members' questions were answered. The following action to place.

I move to approve the Dual Credit Cooperative Agreement between Garden City Community College and Unified School District #457, Garden City Public Schools for Enrollment of Secondary Students for the 2025-2026 school year. This motion, made by Mark Hinde and seconded by Nathan Haeck, Carried.

Voting Detail:

Bergkamp:	Yea

Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Absent
Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.10. **The Board of Education is asked to consider and approve the intent to exceed the Revenue Neutral Rate (RNR) for FY26.** Drew Thon, Interim Deputy Superintendent presented the following.

The District has to notify the County Clerk of the tax rate proposed for the new fiscal year, if planning to exceed the RNR. The deadline for notification is July 20, 2025, and this notification also identifies the date the RNR hearing will be held. This hearing must take place prior to or in conjunction with the budget hearing between August 20th and September 20th. The district plans to have both the RNR Hearing and Budget Hearing on August 28th, 2025 prior to the regular Board meeting. Hearing information will be published in the Garden City Telegram at least 10 days prior. This tax rate becomes the maximum allowed for the district, but the district is not mandated to adopt that specific rate. Jessica Nothern, CFO, set the rate higher than anticipated, just to have the authority, if need be, once the budget is complete.

Board members' questions were answered. The following action to place.

Mr. President, I move that the Board of Education authorize Jessica Nothern, CFO, to notify the Finney County Clerk of the intent to exceed the revenue neutral rate for FY26 with a proposed mill levy rate of no more than 50.0. This motion, made by Andy Fahrmeier and seconded by Mark Hinde, Carried.

Voting Detail:
Bergkamp: Yea
Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Absent
Voting Summary: Yea: 6, Nay: 0, Absent: 1

F.11. **The Board of Education is asked to consider and approve the following Board of Education Policy changes. (First Read)** Drew Thon, Interim Deputy Superintendent, presented the following.

Each year, select Board Policies must be reviewed and revised to ensure alignment with updated state and federal laws and mandates. The attached policies reflect the recommended changes for this year. These updates have been reviewed and approved by our legal counsel as well as the Kansas Association of School Boards (KASB).

F.11.a. BBC Board Committees

F.11.b. CCA District Organizational Chart
F.11.c. CN Public Records
F.11.d. DFE Investment of Funds
F.11.e. DFH Fundraising Activities (NEW)
F.11.f. GAE Complaints, formerly titled GAE Classified Employee Grievance Procedure
F.11.g. GAACB Employee Whistleblower (NEW)
F.11.h. IB School Site Councils
F.11.i. IC Educational Program
F.11.j. JBC Enrollment
F.11.k. JBCD Enrollment of Military Students (NEW)
F.11.l. JBCDA In District Transfer (title change)
F.11.m. JGFGB Supervision of Medications
F.11.n. JH Student Activities
F.11.o. KBC Media Relations and Usage
F.11.p. KGB Concealed Observations
F.11.q. KM Visitors to the School
F.11.r. KN Complaints

Board members' questions were answered. The item will be on the consent agenda at the next regular meeting.

G. **BOARD OPEN DISCUSSION**

- **Mark Hinde** thanked administration, as well as those working behind the scenes for all they are doing to get ready for the upcoming school year.
- **Nathan Haeck** stated that everything is coming together for the new school year and thanked all the hard workers for getting the buildings ready. He also thanked the students who have worked hard and represented the school district well.
- **Jackie Gigot** welcomed Steve Nordby to the meeting in his new role as Interim Assistant Superintendent. She also thanked administration for their hard work in getting ready for the new school year.
- **Andy Fahrmeier** thanked Randy Ralston and Mark Hinde for their willingness to serve as President and Vice President and stated he is looking forward to the coming year.
- **Randy Ralston** thanked everyone for their support and willingness in letting him continue in the role of President. He thanked outgoing Vice President Andy Fahrmeier and welcomed Mark Hinde to the role. He also stated that he has received compliments on the new high school football coach and thinks we are off to a great start where that is concerned.
- **Robin Bergkamp** thanked staff for their hard work in getting ready for the new school year.
- **Josh Guymon** thanked Andy Fahrmeier for his time as Vice President and welcomed Mark Hinde to the role. He thanked Randy Ralston for taking on another year as President. He also stated that principals are back in buildings next week and that many trainings are taking place.

H. **NEXT BOARD MEETING**

The next meeting of the Board of Education will take place on Tuesday, July 22, 2025, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas, for a Board Retreat.

The next regular meeting of the Board of Education will take place on Thursday, July 24, 2025, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

I. **EXECUTIVE SESSION - After the completion of all other business, the Board of Education will adjourn to executive session for the following reason:**

I.1. Consultation with an attorney for the body or agency which would be deemed privileged in an attorney-client relationship.

Mr. President, I move we go into executive session for 15 minutes, to discuss a matter with an attorney pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA beginning at 7:15 P.M. and the open meeting will resume in the Board Meeting Room at 7:30 P.M. I would like to invite Josh Guymon, Drew Thon, Brandon Anderson and Jennifer Cunningham to join us in executive session. This motion, made by Mark Hinde and seconded by Andy Fahrmeier, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

The open meeting resumed in the meeting room at 7:30 P.M. No binding action was taken.

J. **ACCOUNTS PAYABLE REVIEW -** Andy Fahrmeier and Jackie Gigot

K. **ADJOURNMENT** – Being no further business to come before the board, the following action took place.

That the Board of Education meeting be adjourned at 7:32 P.M. This motion, made by Mark Hinde and seconded by Jackie Gigot, Carried.

Voting Detail:

Bergkamp:	Yea
Fahrmeier:	Yea
Gigot:	Yea
Haeck:	Yea
Hinde:	Yea
Ralston:	Yea
Wiese:	Absent

Voting Summary: Yea: 6, Nay: 0, Absent: 1

Respectfully submitted, Approved:

GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-001

RESOLUTION TO ESTABLISH REGULAR MEETING DATES

Be it resolved that pursuant to K.S.A. 72-1138, the Board of Education of Unified School District No. 457, Finney County Kansas, at its regular meeting held July 14, 2025, established the following meeting schedule for regular Board of Education meetings to be held during the 2024-2025 school year.

July 14	Monday	6:00 p.m.	January 12	Monday	6:00 p.m.
July 22 (Board Retreat)	Tuesday	5:00 p.m.	January 29 (Payables)	Thursday	5:00 p.m.
July 24 (Payables)	Thursday	5:00 p.m.	February 9	Monday	6:00 p.m.
August 11	Monday	6:00 p.m.	February 26 (Payables)	Thursday	6:00 p.m.
August 28	Thursday RNR Hearing	5:00 p.m.	March 9	Monday	6:00 p.m.
	Budget Hearing	5:05 p.m.	March 26 (Payables)	Thursday	5:00 p.m.
(Payables)	Regular Meeting	5:10 p.m.	April 13	Monday	6:00 p.m.
September 8	Monday	6:00 p.m.	April 30 (Payables)	Thursday	5:00 p.m.
September 25 (Payables)	Thursday	5:00 p.m.	May 11	Monday	6:00 p.m.
October 13	Monday	6:00 p.m.	May 28 (Payables)	Thursday	5:00 p.m.
October 30 (Payables)	Thursday	5:00 p.m.	June 8	Monday	6:00 p.m.
November 10	Monday	6:00 p.m.	June 25 (Payables)	Thursday	5:00 p.m.
December 8	Monday	6:00 p.m.			

Board meetings shall commence at 6:00 p.m., except as noted above, and shall be held in the Board Meeting Room at the Educational Support Center, 1205 Fleming Street, Garden City, Kansas, or at such location as may be specified in the agenda issued prior to each meeting.

If the established meeting is cancelled because of an emergency, within 24 hours of such cancellation the Board shall establish and give notice of the new meeting date and time. The Board of Education reserves the right to adjourn any regular meeting to another time and place.

Adopted this 14th day of July 2025, by the Board of Education of Unified School District No. 457, Finney County, Kansas.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

GARDEN CITY
PUBLIC SCHOOLS

Board of Education

RESOLUTION 2026-002

RESOLUTION WAIVING REQUIREMENTS FOR GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

WHEREAS Unified School District No. 457, Garden City, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2025, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Unified School District No. 457, Garden City, Kansas, and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of Unified School District No. 457 which require financial statements and financial reports to be prepared in conformity with. K.S.A. 75-1120a(a) for the year ended June 30, 2025.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District No. 457, Garden City, Kansas, in regular meeting duly assembled this 14th day of July, 2025, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to Unified School District No. 457, Garden City, Kansas, for the year ended June 30, 2026.

BE IT FURTHER RESOLVED that the Board of Education shall cause the financial statements and financial reports of Unified School District No. 457, Garden City, Kansas, to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

1205 Fleming Street * Garden City, KS 67846 * 620-805-7000 * FAX 620-805-7198
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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-003

Resolution to Establish Petty Cash Fund

WHEREAS, the Board of Education of Unified School District No. 457, Finney County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies;

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 457, Finney County, Kansas, that a petty cash fund designated as the Transportation Department Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of $250.00.

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

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

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

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 457, Finney County, Kansas, the 14th day of July, 2025.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

1205 Fleming Street * Garden City, KS 67846 * 620-805-7000 * FAX 620-805-7198
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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-004

RESOLUTION TO ESTABLISH AN ACTIVITY FUND

WHEREAS, the Board of Education of Unified School District No. 457, Finney County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

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

THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 457, Finney County, Kansas, that an activity fund designated as the Student Activities Fund is created for the purpose of receiving and expending funds for student activities including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

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

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

Adopted this 14th day of July, 2025, by the Board of Education of Unified School District No. 457, Finney County, Kansas.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

SCHOOL TERM RESOLUTION

Resolution 2026-005

BE IT RESOLVED that per KSA 72-1106, Section 1, the Garden City Public Schools Unified School District No. 457 Board of Education herby adopt a school term for 2025-2026 of 1,116 hours in lieu of the 186-day school year.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

1205 Fleming Street * Garden City, KS 67846 * 620-805-7000 * FAX 620-805-7198
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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-006

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

WHEREAS, the Board of Education of Unified School District No. 457, Finney County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 457, Finney County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 457, Finney County, Kansas, the 14th day of July, 2025.

President, Board of Education

Attest: Jennifer Ramos
Jennifer Ramos, Board Clerk

GARDEN CITY
PUBLIC SCHOOLS

Board of Education

RESOLUTION 2026-007

RESOLUTION TO PROVIDE EARLY PAYMENT OF DISTRICT BILLS

Whereas, USD 457, Garden City, Kansas, has determined it has potential claims against the District which provide for a discount for early payment or for the assessment of a penalty for late payment;

Now, therefore, be it resolved, by the Board of Education of USD 457, Garden City, Kansas, in the regular meeting duly assembled this 14th of July, 2025, that the Board of Education authorizes the Business Office to pay claims, in advance of approval thereof by the governing body, in accordance with the provisions K.S.A. 12-105b (e).

ADOPTED by the Board of Education of Unified School District No. 457, Finney County, Kansas, the 14th of July, 2025.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

1205 Fleming Street * Garden City, KS 67846 * 620-805-7000 * FAX 620-805-7198
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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-008

RESOLUTION RESCINDING POLICY ACTIONS

PRIOR TO JUNE 30, 2025

AND ADOPTING CURRENT WRITTEN POLICIES

Be it resolved that all policy statements found in the minutes of this Board of Education prior to June 30, 2025, be rescinded, and that the Board of Education adopt the Board Policy Manual as presented and recommended by the Superintendent of Schools to govern Unified School District No. 457 during the 2025-2026 school year, subject to periodic review, amendment, and revisions by the Board of Education.

Adopted this 14th day of July, 2025, by the Board of Education of Unified School District No. 457, Finney County, Kansas.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

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GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Resolution 2026-009

**RESOLUTION TO APPOINT
HEARING OFFICER(S)/COMMITTEE MEMBERS
TO HEAR EXTENDED TERM SUSPENSION/EXPULSION
DUE PROCESS HEARINGS**

WHEREAS, the Board of Education of USD No. 457, Finney County, Kansas, is authorized to appoint certified staff members to conduct extended term suspension/expulsion student due process hearings, and

WHEREAS the Board of Education of USD No. 457, Finney County, Kansas, desires to appoint hearing officers/committee members to hear extended term suspension/expulsion student due process hearings.

NOW, THEREFORE, BE IT RESOLVED that:

Joyce Aranda
Michelle Baier
Trista Bailey
Andrea Baker
Logan Bevis
Michael (Shane) Burns
Matthew Bayer
Adriana Caro
Amy Cosper
David DeLoach
Dr. Virginia Duncan
Julisa Flores
Gina Galpin
Melanie Garrison
Amy Griffin
Suzette Goldsby-Lewis
Josh Guymon
Bradley Hill
Violet Johnson
Tracy Leiker
Bryan Kott
Andrew Lee
Whitney Linenberger
Benjamin Luna
Ryan Meng
Karen Murrell
Steve Nordby
Brandy Ochs
Amber Potts
Jill Reagle
Justin Reich
Melissa Riggle
Brad Springston
Heather Stegman
Jarrod Stoppel
Lucas Sullivan
Brittney Swank
Michael (Drew) Thon
Macy Younger

be appointed as hearing officers/committee members for the 2025-26 school year, to hear extended term suspension/expulsion due process hearings.

Adopted this 14th day of July, 2025, by the Board of Education of Unified School District No. 457, Finney County, Kansas.

President, Board of Education

Attest: Jennifer Ramos
Jennifer Ramos, Board Clerk

GARDEN CITY
PUBLIC SCHOOLS

Board of Education

RESOLUTION FOR DESTRUCTION OF RECORDS

RESOLUTION 2026 -010

BE IT RESOLVED THAT, the Board of Education of Unified School District No. 457, Finney County, Kansas hereby authorizes the District Office staff to review records in storage for possible destruction in compliance with K.S.A. 72-1629 and K.S.A. 72-1630.

Adopted this 14th day of July, 2025, by the Board of Education of Unified School District No. 457, Finney County, Kansas.

President, Board of Education

Attest: Jennifer Ramos

Jennifer Ramos, Board Clerk

1205 Fleming Street * Garden City, KS 67846 * 620-805-7000 * FAX 620-805-7198
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GARDEN CITY PUBLIC SCHOOLS

RESOLUTION TO EXCEED THE REVENUE NEUTRAL TAX RATE

A resolution expressing the property taxation policy of USD 457, Garden City Public Schools with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2025-2026.

WHEREAS, K.S.A 79-2988, provides that a levy of property taxes to finance the 2025-2026 budget of USD 457 exceeds the Revenue Neutral Tax Rate to finance the 2025-2026 budget of USD 457, be authorized by a resolution.

NOW, THEREFORE, BE IT RESOLVED by USD 457 that the 2025-2026 budget with a levy of property taxes exceeding the Revenue Neutral Tax Rates calculated for 2025-2026, as adjusted pursuant to K.S.A 79-2988 is hereby adopted.

Adopted this 28th day of August, 2025 by USD 457 Garden City Public Schools in Finney County, Kansas.

Randy Ralston, Board President

Jennifer Ramos, Clerk of the Board

Board Member Name	Vote	
	Yes	No
1. Nathan Haeck	X	
2. Mark Hinde	X	
3. Robin Bergkamp	X	
4. Randy Ralston	X	
5. Andy Fahrmeier	X	
6. Jackie Gigot	X	
7. John Weise Absent		

BOARD OF EDUCATION

Certified Personnel Actions

July 24, 2025

APPOINTMENTS:

Katelynn Koehn, Lakin, Kansas, is recommended for a science position at Plymell Elementary School effective for the 2025-26 academic year. She has four years' experience.

Dillon Rojas, Garden City, Kansas, is recommended for a science position at Kenneth Henderson Middle School effective for the 2025-26 academic year. He has four years' experience.

BOARD OF EDUCATION

Classified Personnel Actions

July 24, 2025

TERMINATIONS	POSITION	BUILDING	DATE
Lawrence LaMasters	Custodian II	Horace Good Middle School	7/15/25

RESIGNATIONS	POSITION	BUILDING	DATE
Reyna Martinez Jimenez	Paraprofessional II	Garfield Early Childhood Center	5/22/25
Arely Lopez-Gonzalez	Office Assistant II Special Education	Education Support Center	7/15/25
Deborah Moos	Parent Educator	Garfield Early Childhood Center	7/15/25
Raegan Hawley	Paraprofessional I	Garfield Early Childhood Center	5/22/25

ASSIGNMENTS	POSITION	BUILDING	DATE
Shelbi Eastman	Office Assistant II	Edith Scheuerman Elementary	7/21/25

TRANSFERS	FROM	TO	DATE
Christine Sabourin	Nutrition II-7 Jennie Wilson Elementary	Nutrition III Alta Brown	8/14/25
Gabriela Lira	Nutrition I Abe Hubert Elementary	Nutrition II-7.75 Jennie Wilson Elementary	8/14/25
Irma Quintana Garcia	Nutrition III Garfield Early Childhood Center	Nutrition I Horace Good Middle School	8/14/25

TRANSFERS	FROM	TO	DATE
Alyssa Strickert	Nutrition I Horace Good Middle School	Nutrition II Horace Good Middle School	8/14/25
Patricia Resendiz	Nutrition I Horace Good Middle School	Nutrition II Garden City Achieve	8/14/25
Sammuel Gossman	Custodian I Florence Wilson Elementary	HVAC Specialist Plant Facilities	7/14/25

OTHER

LeeAnn Thon, HR Coordinator request a change to the Garden City High School Office Assistant II position, currently held by Aaron Riojas, from a full-time calendar to a 205 calendar.

BOARD OF EDUCATION

Classified Personnel Actions Addendum

July 24, 2025

OTHER:

Shane Burns, Director of Transportation, is requesting to Close 1.0 Mechanic Manger and Open 1.0 Mechanic

Drew Thon, Chief HR Officer
1205 N Fleming St.
Garden City, KS 67846
mthon@gckschools.com
(620) 805-7020

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Drew Thon, Deputy Superintendent
DATE: July 11, 2025
RE: Annual Board Policy Updates, Review, and Approvals

ISSUE:
Each year, select Board Policies must be reviewed and revised to ensure alignment with updated state and federal laws and mandates. The attached policies reflect the recommended changes for this year. These updates have been reviewed and approved by our legal counsel as well as the Kansas Association of School Boards (KASB).

BACKGROUND:
The following policies are being recommended for revision:
BBC, CCA, CN, DFE, DFH, GAE, GAACB, IB, IC, JBC, JBCD, JBCA, JGFGB, JH, KBC, KGB, KM, and KN.

- Click Here For Redlined Policies

ALTERNATIVES:

- **Option 1** – Approve the Proposed Changes
- **Option 2** – Approve the Proposed Changes with Modifications
- **Option 3** – Table the Recommendation for Further Review

RECOMMENDATION:
It is our recommendation that the Board of Education approve the proposed updates to policies BBC, CCA, CN, DFE, DFH, GAE, GAACB, IB, IC, JBC, JBCD, JBCA, JGFGB, JH, KBC, KGB, KM, and KN as presented and reviewed by legal counsel and the Kansas Association of School Boards.

FISCAL NOTE:
There are no anticipated costs associated with the approval and implementation of the recommended policy changes. These updates are procedural and compliance-related in nature and do not require additional funding or resources.

ATTACHMENTS:

- Click Here for Redlined Policies

Best wishes,

Drew Thon
Chief HR Director
Garden City Public Schools - USD 457

Board Committees **BBC**

(See CF)

The board shall ~~operate~~ act at all times as a committee of the whole. ~~There shall be no standing or temporary board committees except as provided for in this policy. Board members [shall not/may] serve on committees which advise the board.~~

The board may establish subcommittees or subordinate groups as provided herein. Any subcommittee or other subordinate group created by the board shall be subject to the open meetings law whenever a majority of the subcommittee or subordinate group meets.

Sub-committees or subordinate groups of the board ~~may be assigned on a temporary basis and~~ shall consist of no more than three board members. ~~Board subcommittees are subject to the open meetings law.~~

~~Advisory Committees~~

~~After considering administrative recommendations, the board may establish advisory committees.~~

The ~~type and~~ function of each ~~advisory committee~~ subcommittee or subordinate group shall be dictated by district needs. ~~After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees.~~

No financial assistance shall be furnished to any ~~committee~~ subcommittee or subordinate group without prior board approval. ~~The superintendent shall monitor each committee's progress and relay information to the board. As~~ Upon request~~ed~~, each ~~committee~~ subcommittee or subordinate group shall provide a progress report in writing to the superintendent and/or the board.

The board may dissolve any ~~advisory committee~~subcommittee or subordinate group at any time. No ~~committee~~ such subcommittee or subordinate group shall exist longer than one year unless reestablished or reappointed by board action.

Adopted: 11/4/91
Revised: 12/2/13; 7/14/25
Reviewed: 7/22/24

Formatted: Policy Body

USD 457
GARDEN CITY
PUBLIC SCHOOLS

Board of Education

Superintendent
Josh Guymon

Board Attorney
Jennifer Cunningham

Board Clerk
Jennifer Ramos

Public Info Coordinator
Roy Cessna

Deputy Superintedent of HR
Drew Thon

Assistant Superintendent of Student Services
Steve Nordby

Chief Financial Officer
Jessica Nothern

Director of Plant Facilities
Brandon Anderson

Plant Facilities Coordinator
Brad Stoppkotte

Human Resources Coordinator
LeeAnn Thon

Director of Elem. C&I
Heather Stegman

Director of Sec. C&I
Dr. Ginny Duncan

PK-4 PRINCIPALS

5-12 PRINCIPALS

Assessment Coordinator
Michelle Baier

Supplemental Prog Coordinator
Monica Diaz

Director of Special Ed.
Gina Galpin

Director of Technology
Casey Wise

Sec. Sped Coordinator
Morgan Luna

Technology Coordinator
Tyler Gates

Elem. Sped Coordinator
Libby Elliott

ECH Sped Coordinator
Melanie Garrison

Director of Transportation
Shane Burns

Director of Nutrition
Tracy Johnson

Employee Services Coordinator
Rebecca Partin

Health Services Coordinator
Michelle Shull

CCA
ADOPTED: JULY, 2025
REVISED:

USD 457 ORGANIZATIONAL CHART: 2025-26

Public Records **CN**

(See BE, CNA, ECA, HAI, IDAE, II, JGGA, & JR et seq.)

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee to handle requests for records and serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request accordingly.

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted within three days, the custodian shall give a detailed explanation of the cause for delay and the place and earliest time and date that the record will be available for inspection.

If the request for access is denied, the custodian shall provide a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester not later than the end of the third business day following the date of the request for the statement is received. If the requester disagrees with the explanation, the Freedom of Information Officer shall settle the dispute.

The custodian may refuse to provide access to a public record, or to permit inspection, if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency. If access is granted, under no circumstances shall the documents be allowed out of their usual building location without the written permission of the official custodian.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Copies of Records

Copies of open records shall be available on written request unless otherwise specified in Kansas or federal law. Requesters may make abstracts or obtain copies only of public records to which they have access under the Kansas Open Records Act. The board shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to make copies available electronically by allowing a requester to insert, connect, or otherwise attach an electronic device to the computer or other electronic device of the district.

Fees

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- In the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing ~~copies,~~ the requested records, including the cost of staff time required to make the information available. Actual costs may include the cost to review and redact the requested records but shall not include incidental costs incurred by the district that are not attributable to furnishing the requested records. ~~and printing fees of 10 cents per page, as applicable~~.
- In the case of fees for providing access to records maintained on computer ~~or other electronic data devices~~ facilities, the fees shall include only the cost to access any computer~~/ electronic data devices~~ services, including staff time required.
- ~~The board may charge and require advance payment of a fee for providing access to or furnishing copies of public records. Such advance payment shall be borne by the requestor.~~
- If the district incurs costs for staff time to provide access to or furnish copies of public records, the district shall use in good faith the lowest-cost category of staff reasonably

necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage but shall not include the costs of employee benefits.

- Upon request, the district shall provide to the person requesting access to or copies of public records an itemized statement of costs incurred by the district and charged to such requester. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the requested records.
- When the staff time needed to respond to a records request will exceed five hours or the estimated actual cost for staff time needed to fill the request exceeds $200, the district shall make reasonable efforts to contact the requester and engage in interactive communication about mitigating costs to fill the request. The requester is not obligated to mitigate costs.

If the district has made reasonable efforts to contact the requester in such a case and the requester has failed to respond by the end of the third business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requester to the district.

As used in this policy, "reasonable efforts to contact the requester" means contacting the requester through the means of communication that the requester provided to be used by the district to respond to the request.

- Fees received by the district for fees charged in accordance with this policy shall be remitted to the treasurer ~~for Revenue from copying/furnishing access to open records will be deposited~~ deposit in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required

by law.

The clerk of the board is designated as official custodian of all district office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See JR and JRB)

Retention of Documents in Certain Circumstances (See CNA)

Adopted: 6/19/00

Revised: 7/24/00; 5/7/07; 7/22/24; 7/14/25

Investment of Funds **DFE**

The investment of school district monies shall be the responsibility of the superintendent.

Any monies, not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

Posting Securities

All investments of district monies or any monies of its schools shall be secured to 100% of the amount of district monies by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

~~Adopted: 11/18/91~~

~~Revised: 8/21/06; 7/22/24~~

~~**Investment of Funds** **DFE-R**~~

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations (hereafter "financial institution(s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. The depository institution shall have two business days to respond to the request for proposals with respect to savings deposits, demand deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The district treasurer or other person designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

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

No proposal less than the most recently determined investment rate as defined in K.S.A.

12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. ~~No funds will be invested for maturities of more than two years.~~

Any monies not otherwise invested in eligible financial institutions located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in financial institutions which have offices located in counties in which a part of the school district is located.

Any monies not invested in financial institutions and loans in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

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

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

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

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

Adopted: 11/18/91

Revised: 8/21/06; 7/22/24; 7/14/25

Fundraising Activities **DFH**

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy.

Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
    - Compatibility with the district's educational program, mission, vision, core values, and beliefs;
    - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
    - Compatibility with existing district technology;
    - Congruence with the district and school goals that positively impact student performance;
    - The district's instructional priorities;
    - The manner in which donations are collected and distributed;
    - Equity in funding; and
    - Other factors deemed relevant or appropriate by the district.
- If approved, the requestor shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws,

the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:

- Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
- Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
- All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
- Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
- Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons outside of the school or work time. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, "acting on behalf of the district or the school" means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

Personal Business Interest

Neither students nor employees are permitted to promote personal business, commercial, or private financial interests either through direct sales or through promotion of the sale of goods or services at school, on school property, or at school-sponsored events. Such activities are not fundraising and are prohibited.

Approved: 7/14/2025

~~Classified Employee Grievance Procedure~~ Complaints **GAE**

~~It is the desire of the Board of Education to encourage the prompt and informal resolution of employee complaints as they arise and to provide recourse to orderly procedure for the satisfactory adjustment of complaints. It is understood that an employee may present an oral complaint to the supervisor at any time without initiating the grievance procedure set forth below.~~

~~Definition~~

~~A grievance must be presented in writing on the appropriate form (Grievance Initiation and Report) and signed by the employee claiming a violation of the policies or regulations of the district. No employee may file a grievance on behalf of another employee. Only grievances filed by an employee directly affected by an alleged violation may be processed through the grievance procedure.~~

~~A "grievance" shall mean a complaint by a classified employee involving the interpretation or application of any of the district policies as adopted, except that the term grievance shall not apply to any matter in which:~~

~~1. A method of review is prescribed by law, or by any rule or regulation of the State Board of Education having the force and effect of law; or~~

~~2. The Board of Education is without authority to act.~~

~~Adjustment of Grievances~~

~~Grievances of classified employees shall be presented and adjusted in the following manner:~~

~~**Step 1**~~

~~Any classified employee may present a grievance in writing to their immediate supervisor within five working days following knowledge of the act or condition which is the basis of the complaint. The immediate supervisor will acknowledge receipt of the grievance in writing and shall confer with the employee with a view to arriving at a mutually satisfactory resolution of the complaint in keeping with policy and regulation. This meeting must be held in no less than five working days after the grievance is received by the supervisor. The supervisor will communicate a decision in writing to the aggrieved employee within five working days after the conference.~~

~~**Step 2**~~

~~If the grievance is not resolved at Step 1, the aggrieved employee may appeal within five working days after receiving the decision at Step 1, to the staff person administratively responsible for the program in which the employee is employed.~~

~~The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based. The staff person will acknowledge receipt of the grievance, in writing, and shall confer with the employee and the employee's immediate supervisor with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, the employee must appear~~

~~personally, and may be represented by an outside representative, or by any classified employee of their choice who is employed by the district. This meeting must be held in no less than five working days after the appeal is received by the staff person administratively responsible for the program. The staff person will communicate a decision, in writing, to the aggrieved employee within five working days after the conference.~~

~~**Step 3**~~

~~If the grievance is not resolved at Step 2, the employee may appeal from the decision at Step 2, to the Chief Human Resource Officer. The appeal shall be in writing and shall set forth specifically the reason for the appeal from the decision at Step 2, and must be filed within five working days after receiving the decision at Step 2. The Chief Human Resource Officer will acknowledge receipt of the grievance, in writing, and shall confer with the employee. At the conference the employee must appear personally and may be represented by an outside representative, or by any classified employee of their choice who is employed by the district. This meeting must be held in no less than five working days after the appeal is received by the Chief Human Resource Officer. The Chief Human Resource Officer will communicate a decision, in writing, to the aggrieved employee within five working days after the conference.~~

~~**Step 4**~~

~~If the grievance is not resolved at Step 3, the aggrieved employee may within five working days, after receiving the decision of the Chief Human Resource Officer, appeal the decision to the Superintendent of Schools. The appeal shall be in writing and set forth specifically the reason for the appeal from the decision at Step 3. The superintendent will acknowledge receipt of the grievance, in writing, and the superintendent, or their designee, will confer with the employee with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, the employee must appear personally and may be represented by an outside representative, or by any classified employee of their choice who is employed by the district. This meeting must be held within ten working days after the appeal is received by the superintendent. The superintendent will communicate a decision, in writing, to the employee within ten working days after the conference. The superintendent's decision on the matter is final. No further appeal is allowed.~~

~~**Special Types of Grievances and Complaints**~~

~~Grievances arising from the action of administrators other than the immediate supervisor may be initiated with and processed by such administrators in accordance with Step 2 or 3 of this grievance procedure.~~

~~**Time Limits**~~

~~Failure in any step of this procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved employee to proceed to the next step.~~

~~Failure at any step of this procedure to appeal a grievance to the next step within the time specified shall be deemed to be acceptance of the decision rendered at that step. The time limit specified in any step of this procedure may be extended in any specific instance by mutual agreement.~~

~~The district will not discharge, demote, or in any way discipline an employee because of the filing of a grievance in itself.~~

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed as soon as possible after the conduct occurs but not later than ten (10) days following the conduct, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent or their designee. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Adopted: 3/03/86
Readopted: 6/15/92
Reviewed: 7/22/24
Revised: 9/7/04; 7/14/25

Employee Whistleblower **GAACB**

(See DE)

No disciplinary action shall be taken against a district employee because the employee:

- Discussed the operations of the district or other matters of public concern, including matters relating to public health, safety, and welfare either specifically or generally, with any member of the board or any auditing agency;
- reported a violation of state or federal law or any policies and regulations adopted pursuant to such laws to any person, agency, or organization;
- failed to give notice to the employee's supervisor or the board prior to making any report as described in the above paragraph; or
- disclosed malfeasance or other misappropriation of money held by the district to any person, agency, or organization.

The above shall not be construed to:

- Prohibit a supervisor or the board from requiring that an employee inform their supervisor or the district compliance coordinator regarding governing body or auditing agency requests for information submitted to the district or the substance of testimony made, or to be made, by the employee to members of the board or the auditing agency on behalf of the district;
- permit an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to employee leave unless the employee is requested by a member of the board to appear before the board or by an auditing agency to appear at a meeting with officials of the auditing agency;
- authorize an employee to represent the employee's personal opinions as the opinion of the district; or
- prohibit disciplinary action of an employee who discloses information that:
    - the employee knows to be false or that the employee discloses with reckless disregard for the truth or falsity of such information;
    - the employee knows to be exempt from required disclosure under the open records act;
    - is confidential or privileged under state or federal law or court rule; or
    - is disclosed due to a corrupt motive rather than a good faith concern for a wrongful activity.

Copies of this policy shall be prominently posted in each school and district building in a location where it can reasonably be expected to come to the attention of all employees of the district.

As used in this policy, auditing agency means:

- The legislative post auditor;
- any employee of the division of post audit;
- any firm performing audit services pursuant to a contract with the post auditor;
- any state agency or federal agency or authority performing auditing or other oversight activities under authority of any provision of law authorizing such activities; or
- the inspector general established in state law.

Approved: 7/14/2025

School Site Councils **IB**

(See KA)

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

~~Each~~ The principal shall ~~submit,~~ recommend site council members for ~~the board's~~ superintendent ~~consideration,~~ approval. ~~names of individuals to be considered for appointment to the site council. The board shall appoint site council members.~~

Each site council shall establish meeting schedules. ~~that shall be subject to board approval.~~ Each council may make recommendations and proposals to the board.

Adopted: 11/1/93

Revised: 11/4/96; 7/26/04; 11/10/14; 7/14/25

Reviewed: 7/22/24

Educational Program **IC**

(See ID, IDAA, IDAB, IDAC and IJ)

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curriculum Handbooks

Curriculum handbooks shall contain an outline of each basic course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic education program shall be on file in the district office, and available for inspection upon request.

Additional Educational Programs

Additional educational programs shall be in one of the following categories:

* Special Programs (IDAA)

* Support Programs (IDAB)

* Exceptional Programs (IDAC)

Staff ~~and~~ Curriculum ~~Development~~ Council

The Curriculum Council will oversee the curriculum and instruction program of USD #457 in all areas, Pre-K through 12. Such duties shall include, but not be limited to, establishment of exit outcomes for graduates, curriculum revision and update, approval of course changes, textbook adoption, establishing district assessment practices~~,~~ and monitoring student achievement, and recommending district inservice for instructional improvement. All instructional programs in USD #457 will be under the jurisdiction of the Curriculum Council.

Professional Development Council

The Professional Development Council will be in charge of district inservices for instructional improvement as well as approving PDC points for certified staff. All Professional Development will be under the jurisdiction of the Professional Development Council.

Adopted: 2/17/92

Revised: 6/7/04; 9/27/10; 7/14/25

Reviewed: 7/22/24

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

Resident Students

A "resident student" is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Nonresident Students

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

Military Students

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

Enrollment Restriction

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

Enrollment Procedures

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

Part-Time Students

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

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

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

~~**Enrollment** **JBC-2**~~

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

Identification of Students

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

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

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

Enrollment Information

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

Assignment to a School Building, Grade Level, or Classes

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

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

~~**Enrollment** **JBC-3**~~

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

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

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

Adopted: 4/6/92

Revised: 4/3/95, 5/1/95, 12/2/96; 1/12/98; 6/15/98; 7/9/01; 4/15/02; 4/15/13; 9/23/13; 4/20/15; 8/10/15; /3/7/16; 12/15/22; 11/6/23; 7/14/25

Reviewed: 7/22/24

Enrollment of Military Students **JBCD**

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

For the purposes of this policy, the following terms will be defined as follows:

"Military student" is a person who is a dependent of a full-time active duty member of the military service or a dependent of a member of any of the United States military reserve forces who has been ordered to active duty under 10 U.S.C. §§ 12301, 12302, or 12304, or ordered to full-time active duty for a period of more than 30 consecutive days under 32 U.S.C. §§ 502(f) or 512 for the purposes of mobilizing for war, international peacekeeping missions, national emergency, or homeland defense activities.

"Parent" means the natural parents, adoptive parents, step-parents, and foster parents.

"Person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Enrollment of Military Students in Grades K-12

If evidence is provided that a military student's parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year, the district shall enroll any military student in kindergarten or any of the grades one through 12 prior to the military student physically residing in this state, and no proof of address shall be required at the time of enrollment. Residency within the district may be required for attendance if the district does not have open seats at the time of enrollment as determined by board policy JBCC and Kansas law.

Enrollment of Military Students in District Pre-K Programs

If the district offers a pre-kindergarten program, it shall enroll any military student in a pre-kindergarten program if the military student is eligible to participate in the program and the military student or the military student's parent or person acting as a parent provides evidence that the military's parent or person acting as parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year. If the district has no open seats for the program, then the military student shall be placed on a waiting list for enrollment. Proof of address shall not be required at the time of enrollment, but proof may be required for attendance.

Special Education and Section 504 Services

If the military student has an individualized education program (IEP) or a 504 plan, the district shall take appropriate measures to ensure the military student will receive the required education and related service upon attending school in the district.

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Enrollment of Military Students **JBCD-2**

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Approved: 7/14/25

KASB Recommendation – 6/25

Student In-District Transfers **JBCDA**

If a parent/guardian wishes for his/her child to attend a school other than the school in the boundary which the family resides, a transfer request must be submitted to the Superintendent's Office. Parents/guardians are encouraged to complete transfer requests by May 20th. The application process opens on ~~January~~ April 1st. Applications received after May 20th will be considered after all out-of-district transfer requests have been acted on due to the publication of open spots for out-of-district transfer students happening on June 1. Under no circumstances will a transfer request be considered after September 20th of each school year.

These guidelines are intended to help promote an enrollment balance between classrooms across the district while allowing parents some choice in where their children attend school.

All transfer requests are considered on an individual student basis and, if approved, will be granted for one school year period. Transportation to the school to which a student is transferred is the responsibility of the parents.

Procedure for in-district transfer requests:

1. Students living within the school boundaries will initially be enrolled in their boundary school. If they are interested in attending a school other than their boundary school, parents are required to submit a transfer request to the Superintendent's Office. In-district kindergarten students wishing to transfer must complete the transfer request ~~either at Kindergarten Orientation or~~ during online enrollment/registration. The Transfer Request Form can be found here.

2. The Superintendent or his designee will call the transferring school to check the students' record of good standing (inquire about any long-term suspensions or expulsions).

3. 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 transfer request will be approved as long as the student is in good standing.

4. If the number of applications for a grade level in a school building is greater than the number of available seats for that grade level in the school building, district administration shall randomly select students for approval ~~using a confidential lottery process~~ in the order in which they are received. This ~~lottery~~ process will be completed annually between May 20 and May 25. Notification to families will be made before May 31st. Approved students must be students in good standing.

    - Regardless of capacity determinations, the following categories of students shall be allowed to enroll as resident students if they are deemed to be in good standing by district administration:

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

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

- Priority in filling open seats if the number of requests are greater than the number of available seats:
    1. Any sibling of a student who was previously accepted as a transfer student
    2. Students of military personnel

5. The final decision will be made by the Superintendent. Requests made prior to May 20th will receive notification of a decision by May 30th from the Superintendent's Office.

DEFINITIONS:

- **Capacity -** The number of student seats used to guide transfer request decisions. Capacity is determined by the following factors:
    - Number of teachers at each grade level
    - Current student-teacher ratio
    - Projected enrollment shifts
    - Maintaining room for move-in students throughout the year
- **Good Standing -** Students meeting one or more of the following criteria shall automatically be deemed not in good standing:
    - 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;
    - Student or student's parent or person acting as a parent provided false or fraudulent information in the application process;
    - 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;
    - Student has had three or more out-of-school suspensions in the previous school year, excluding suspensions a manifestation determination 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
    - Student has been given a long-term suspension or expulsion in the current school year.
    - EXCEPTION: If the student has a disability, the student's ability to meet the expectations shall be considered prior to denying the transfer or continued enrollment.

Adopted: 3/3/25

Revised: 7/14/25

Supervision of Medications **JGFGB**

(See JGFGBA)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. No medications shall be dispensed or administered if prohibited by state law.

~~Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the person of the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.~~

~~If under exceptional~~ In certain circumstances ~~a student is required to take~~ when medication ~~during school hours,~~ is necessary for the student to remain in school, ~~only the school nurse, the principal, or the school nurse's designee will administer the medication in compliance with the following regulations.~~ the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

Supervision of Medications JGFGB-2

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

~~"Health care provider" shall refer to a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.~~

~~1. Written permission from a licensed health care provider must accompany ALL medication and all special health care procedures to be administered. Medications may include prescription medication and necessary "over-the-counter" drugs such as aspirin, Tylenol, cold preparations, or allergy relief preparations. The health care provider's permission form (USD 457 Form #116 - Permission for Medication Form) should include the following information:~~

~~a. Date~~

~~b. Medication and/or treatment to be given~~

~~c. Dosage to be administered~~

~~d. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider's medication order states at noon, before lunch or after lunch.)~~

~~2. Written permission from the parent/guardian must accompany ALL medication (USD 457 – Form #116 – Permission for Medication Form). Form #116 must be updated at the beginning of each school year.~~

~~3. The medication must be brought to school in the original container labeled by the pharmacy or healthcare provider. The parent may wish to request two containers from the pharmacist.~~

~~4. Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new health care provider and parent permission signature and a newly labeled container.~~

~~5. All medication maintained in the school setting should be kept in a secured area.~~

~~6. The school nurse is responsible for ensuring that:~~

~~a. the administration of medication is properly documented;~~

~~b. the therapeutic benefits and side-effects are monitored; and~~

~~c. appropriate information is communicated to parents, licensed health care providers and school staff.~~

~~7. Medications should be inventoried every semester by the school nurse and school secretary. Out-of-date stock should be returned to the parent or will be destroyed.~~

~~8. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless a prescription along with written parent permission to administer medication is furnished to the school.~~

~~9. Disposing of unused medications: If a student's medication changes during the school year, the remaining medication shall be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with written parent permission. Any medication not claimed shall be discarded as recommended by the local health officer and appropriate OSHA guidelines, on the school nurse's last working day of the school year.~~

~~10. In accordance with state law, nasal naloxone is stocked in student secondary buildings for use by trained staff who reasonably believe an individual is displaying signs and symptoms of overdose. Use of the nasal naloxone requires a call to 911 and, if applicable, notification of parents.~~

~~11. In accordance with state law, injectable epinephrine is stocked at student buildings for use by staff who reasonably believe a student or staff with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911, if applicable, notification of parents.~~

Adopted: 3/20/78

Revised: 9/06/83, 9/08/87, 9/3/91; 4/6/92; 8/2/93; 8/15/94; 8/9/04; 12/13/04; 10/17/05

Re-adopted: 11/07/88; 7/25/11

Revised: 7/22/24; 7/14/25

Student ID #_____

USD #457 Permission Form
For Medication Administration and Special Health Care Services
(Must be updated by licensed health care provider at the beginning of each school year)

Policy: Unified School District #457 requires that all students who need medication and/or special health care services during school hours be in compliance with the following:

1. Permission form must be completed and signed by licensed health care provider.
2. Permission form must be signed by the parent or legal guardian.
3. Medication must be brought to school in the original container, properly labeled with the student's name and correct dosage by a registered pharmacist as prescribed by law. "Over the counter" medication must be in sealed original container.
4. Only medication or treatment that is necessary so the pupil can attend school or benefit from his or her educational program should be given during the school day.

Student's Name:_____ DOB:_____

School:_____ Diagnosis/Condition:_____

TO BE COMPLETED BY APPROPRIATE HEALTH CARE PROVIDER:

Medication and/or treatment ordered: _____

Times and dosages to be given at school: _____

Special orders and/or side effects to be monitored: _____

_____

Student has been instructed on self-administration of medication and/or treatment and is authorized to do so in school: _____ NO _____ YES

Printed Name of Physician: _____ Phone Number:_____

Signature of Physician: _____ Date: _____

TO BE COMPLETED BY PARENT OR GUARDIAN:

I give permission for my child, _____, to receive the medication and /or special health care services as directed at school. I also give permission for the school nurse, or his/her delegated representative, and the student's health care provider(s) to share information regarding this diagnosis or condition. I further understand that any school employee who administers any drug to my child in accordance with written instructions from the licensed health care provider shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. I acknowledge that the school and its employees incur no liability for any injury resulting from the self-administration of medication.

_____	_____	_____
Signature of Parent or Guardian	Date	Emergency Phone

Student Activities **JH**

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student who meets the requirements outlined below shall be permitted to participate in any activities, including any district-sponsored events, ceremonies, programs, or other functions directly related to such district activity, offered by the district that are regulated, supervised, promoted and developed by the Kansas State High School Activities Association ("KSHSAA").

The board may require a student who participates in an activity pursuant to this policy, including, but not limited to, virtual school students, to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in activity.

Virtual School or Nonpublic Elementary or Secondary School Students

Any student meeting the following requirements shall be permitted to participate in any district sponsored KSHSAA activities ~~that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association ("KSHSAA")~~. The requirements include:

- Being a resident of the school district;
- being enrolled and attending a virtual school as defined in state law ~~K.S.A. 72-3712~~ or a nonpublic elementary or secondary school;
- complying with the statutory health certification and inoculation requirements ~~of K.S.A. 72-6262, as amended,~~ prior to participation in any such activity;

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- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district's respective school attendance boundaries established by the board.

Except as otherwise provided in this policy, any student attending a virtual school, who seeks to participate in an activity in the student's resident school district shall not be required to enroll in or attend a minimum number of courses at such school district.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- the parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

Any student who withdraws from the district and subsequently enrolls in an accredited private school, a nonpublic elementary or secondary school or a virtual school shall not be eligible for full participation in any activities offered by the district immediately following the student's withdrawal in accordance with KSHSAA's academic eligibility policies, unless the student was eligible for full participation in any such activities pursuant to the eligibility policies of the district and KSHSAA on the date of withdrawal and the student participates in such activities at the school from which such student withdrew. The student may be permitted limited participation in any such activities in accordance with the eligibility policies of the district and KSHSAA.

~~The board may require a student who participates in an activity pursuant to this policy, including, but not limited to, virtual school students, to enroll in or complete a particular course as a condition of~~

~~participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.~~

~~Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.~~

Kansas Academy of Mathematics and Science Students

Any student who meets the following requirements shall be permitted to participate in any district-sponsored KSHSAA activities. The requirements include:

- Being enrolled in and attending the Kansas academy of mathematics and science;
- complying with the statutory health certification and inoculation requirements prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the postsecondary educational institution designated by the state board of regents for the Kansas academy of mathematics and science program.

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Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board on the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved: 4/6/92

Revised: 11/11/13; 8/28/23; 7/14/25

Reviewed: 7/22/24~~Approved:~~

~~KASB Recommendation – 6/00; 4/07; 11/12; 12/15; 6/23; 6/24~~; 6/25

Media Relations and Usage **KBC**

(See KGB)

~~The board recognizes the importance of working with media to inform the community. The superintendent is responsible for establishing an effective working relationship with the news media.~~

~~Notifications~~

~~Media releases concerning school events and programs may be distributed to the media with approval by the administrator. All other media releases prepared for public distribution must have prior approval of the superintendent. Copies of media releases will be distributed to board members~~.

Upon presentation of proper credentials, members of the press on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

Broadcasting, Livestreaming, and Recording

The superintendent is authorized to establish rules and regulations for broadcasting, livestreaming, and recording district activities in accordance with any relevant law and KSHSAA rules governing any particular event.

The appropriate building principal shall be responsible for determining eligibility, ensuring proper security protocols, and issuing passes to press members on assignment to cover school events. Members of the broadcast media are encouraged to notify the superintendent or building principal prior to the event they wish to cover, so arrangements may be made to accommodate their equipment.

The board is not obligated to broadcast, livestream, or record its board meetings. However, if the board elects to livestream any board meeting on television, the internet, or any other medium, all aspects of any such open meeting will be available through the selected medium for the public to observe, absent any unintentional technological failure or action taken by the provider of the medium disrupting or preventing the livestream.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

~~Media~~ Conferences and Interviews

~~Any media~~ News conferences and interviews ~~must have prior approval by the superintendent and~~ shall be scheduled so they do not disrupt ~~the~~ regular educational activities. ~~of the schools. The board will be notified of media conferences and interviews.~~ Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

Adopted: 4/20/92

Revised: 7/22/24; 7/14/25

~~**Media Relations KBC-R**~~

~~News media are expected to cooperate with the schools in their efforts to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The principal or superintendent may require news media to leave or prevent news media from entering school grounds if the news media's presence interferes with these efforts.~~

~~Approved: 7/22/24~~

Concealed Observations **KGB**

(See JGGA)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording or livestreaming of open meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

~~Approved:~~Adopted: 4/20/92

Revised: 7/22/24; 7/14/25

~~KASB Recommendation 6/16~~; 6/25

Visitors to the School **KM**

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.

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:~~ Adopted: 4/20/92

Reviewed: 7/22/24

Revised: 7/14/25

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

(See BCBI, DE, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. Upon becoming aware of a complaint, the building principal shall, within a reasonable time, but without delay, discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity

to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator~~,~~ and forwarded to the complainant and the respondent. If the investigator anticipates a determination will not be issued within 45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.
    - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
    - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
    - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly scheduled meeting of the board following the receipt of the report and provide the parties with notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. If appropriate, the~~The~~ board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with

Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

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

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of

the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved:

KASB Recommendation 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20; 12/22; 6/23; 12/24; 6/25

Revised: 4/5/93; 6/15/98; 8/11/03; 9/7/04; 7/16/07; 3/4/13; 12/2/13; 9/11/23

Reviewed: 7/23/24

Revised: 2/17/25

GARDEN CITY PUBLIC SCHOOLS

Promise

Garden City Public Schools – Where Everyone Leads

Mission

Garden City Public Schools will deliver an unparalleled educational experience for our students, staff, and community.

Vision

Garden City Public Schools will deliver an unparalleled educational experience for our students, staff, and community that inspires excellence through rigorous coursework, individualized learning experiences, exceptional teachers, and enriching opportunities both inside and outside the classroom. We are committed to cultivating leadership in every student and staff member, empowering them to take initiative, inspire others, and drive positive change. At Garden City Public Schools, everyone leads.

EVERYONE LEADS
GARDEN CITY PUBLIC SCHOOLS

GARDEN CITY
PUBLIC SCHOOLS

CORE VALUES

We Demand Excellence

We are committed to achieving excellence! We set the standard in all that we do, knowing that we all have the potential to be excellent if we remain relentless and unwavering.

We Cultivate Community

We believe that true leadership starts with appreciating and valuing the diverse backgrounds and perspectives of our students, staff, and community. Together, through strong, authentic relationships, we can create a school district where everyone thrives.

We Promote Character

We believe in the power of ownership! Every member of our school community is expected to take ownership of their actions and responsibilities. From students to administrators, leaders at all levels are called to embody integrity in every all that they do.

We Inspire Courage

We believe that leadership requires risk. We will build an environment where students and staff are empowered to take risks, embrace challenges, and persevere. Together, we will foster a culture of courage and unwavering perseverance!

EVERYONE LEADS
GARDEN CITY PUBLIC SCHOOLS