

CA Goals and Objectives of School Administration

CA

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The superintendent, with the board's direction, shall endeavor to mobilize and coordinate available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

Approved: USD 303 Board of Education, March 10, 2014

CB Ethics**CB**

An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. The administrator acknowledges that schools belong to the public and that they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, his professional associates and the students. Therefore, the administrator subscribes to the following standards:

The administrator:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
- Obeys local, state and national laws;
- Implements the board's policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using apposition for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Seeks to improve the profession through research and continuing professional development; and
- Honors employment contracts until fulfillment or release.

Approved: USD 303 Board of Education November 4, 1991

CC Organizational Chart

CC

The board may approve an organizational chart for the school district and update it as needed. The organizational chart is available upon request from the board clerk.

CE School Superintendent

CE

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools. The superintendent is responsible for management of the schools under board policies and is accountable to the board.

The superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

Approved: USD 303 Board of Education November 4, 1991

CEA Superintendent Qualifications

CEA

The superintendent shall possess, or be eligible for, a Kansas district leadership license.

Approved: USD 303 Board of Education February 9, 2015

CEB Duties**CEB**

The responsibility of the superintendent shall be:

- To serve as administrative head of the district;
- To keep the board informed on the progress and condition of the schools;
- To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;
- To carry out the board's policies and rules
- To monitor educational policies and to recommend needed changes to the board;
- To recommend positions required to provide adequate personnel for the operation of education programs;
- To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;
- To supervise the preparation of the annual budget and to recommend it to the board for consideration;
- To advise and recommend in business administration matters;
- To study the schools' need and to keep the public informed concerning these needs;
- To assure that the district finances are properly managed.

Approved: USD 303 Board of Education November 4, 1991

CEC Superintendent Recruitment**CEC**

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualifications of candidate's whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved: USD 303 Board of Education July 11, 2022

CED Appointment

CED

The board may offer a contract not to exceed three years in length

Approved: USD 303 Board of Education November 4, 1991

CED-R Appointment

CED

The superintendent's contract shall be considered for renewal on or before the statutory date of nonrenewal.

Approved: USD 303 Board of Education November 4, 1991

CEE Compensation and Benefits

CEE

The board shall annually determine the superintendent's compensation and benefits. Compensation shall be based on recent performance and the superintendent's ability to carry out board policy.

Approved: USD 303 Board of Education September 8, 2003

CEF Expense Reimbursement and Credit Cards (See CG, GAN and KB)

CEF

The superintendent's use of a district motor vehicle and district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall by either applies to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: USD 303 Board of Education July 13, 2015

CEG Professional Development Opportunities**CEG**

The superintendent shall keep updated on new educational practices by: study, visiting other districts, attending educational conferences and other means approved by the board.

Approved: USD 303 Board of Education November 4, 1991

CEI Evaluating the Superintendent**CEI**

The board shall adopt an evaluation system that provides a basis for formal evaluation of the superintendent's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with the current legal requirements for the first four years of employment and annually for the term of the superintendent's employment.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved: USD 303 Board of Education October 13, 2004

CEJ Seperation**CEF**

The board may elect not to renew the superintendent's contract.

Approved: USD 303 Board of Education November 4, 1991

CEK Resignation**CEK**

The superintendent may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the district.

Approved: USD 303 Board of Education November 4, 1991

CF Board-Superintendent Relations

CF

The board delegates to the superintendent all administrative duties. The board reserves the ultimate decision in all matters concerning personnel, policy, or expenditures of funds; and it will normally proceed in those areas only after receiving the superintendent's recommendations.

Approved: USD 303 Board of Education July 13, 2020

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts. (See KB)

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the central office and may be published in the appropriate handbook. Within the limits of policy and terms of the job description, the Superintendent's administrative subordinates have full authority to administer district programs.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay pre-approved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Evaluation of Administrative Personnel

Administrative personnel shall be evaluated in writing by the Superintendent or designee in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the Superintendent and others authorized by law.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expenses and Reimbursement

Travel expense for administrative staff shall be provided in accordance with CEF and GAN.

Approved: USD 303 Board of Education January 13, 2025

CGPF Professional Leave**CGPF**

Administrative personnel may be granted professional leave.

Approved: USD 303 Board of Education November 4, 1991

CGPFA Sabbaticals**CGPFA**

No sabbatical leave shall be granted with pay. Sabbatical leaves without pay may be granted at the discretion of the board.

Approved: USD 303 Board of Education November 4, 1991

CGPFA-R Sabbaticals**CGPFA-R**

Administrative employees desiring sabbatical leave shall file written application with the superintendent at least 90 days prior to the first day of the requested leave. The application shall be in writing on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why the leave will be of benefit to the district. The superintendent shall preset the request to the board at its next regular or special meeting together with this recommendation.

No sabbatical leave shall be granted for a period longer than one semester. The employee receiving a sabbatical leave shall be entitled to all of the rights and privileges of employment he would have received had he performed his regularly contracted functions during the period of such leave, except that salary shall be discretionary with the board.

Approved: USD 303 Board of Education November 4, 1991

CGPFB Conferences and Visitation**CGPFB**

The superintendent shall have the authority to grant leaves of absence not to exceed five consecutive school days for any administrative employee during any school year for the purpose of attending educational conferences or school visitations.

Approved: USD 303 Board of Education November 4, 1991

CGPFB-R Conferences and Visitation**CGPFB-R****Conferences and Visitations**

Administrative employees desiring to attend conferences and make visitations shall file and application in writing with the superintendent at least 30 days prior to the first date of the leave being requested. The request shall explain in detail the length of the leave, the purpose of the opinion of the person requesting the leave and how it will benefit the district. The superintendent may waive the 30 day prior notice provision.

Approved: USD 303 Board of Education November 4, 1991

CGPG Discretionary Leave

CGPG-1

Administrators will be provided discretionary leave to attend to personal matters that require absence during regular school hours. Discretionary leave can be taken in ½ hour increments and shall be with pay.

Discretionary leave will be based on working months of contract:

Working Months	Days Allocated Annually
9	12
10	13
11	14
12	15

Leave of more than two consecutive days will not be granted except for medical reasons and will require a note from a medical provider for approval. Any other extended leave must be approved by the building administrator.

All discretionary leave days must be used before using any banked sick leave days.

Unused discretionary leave days will roll over into an accumulated sick leave bank. Accumulated sick leave may accumulate to 90 days.

Sick leave may be utilized in the event of an administrator's illness or accident, or the illness or accident of an immediate family member as defined in #3 below. Accumulated sick leave can only be used after the discretionary days have been exhausted.

Discretionary leave days may be taken with full pay for the following reasons and are subject to the following conditions:

1. He/she may use all or any portion of leave for maternity leave until released by a physician to return to work.
2. He/she may use all or any portion of his/her leave for adoptive purposes.
3. He/she may use any portion of his/her leave for doctor's appointments for himself/herself or for members of his/her immediate family. Immediate family is spouse, parent (guardian), grandparent, child, brother, sister, father-in-law, mother-in-law or grandchild. Due to the wide variety of family relationships, the superintendent has the authority to extend the interpretation of "immediate family" and apply provisions of this policy in those situations deemed appropriate.

4. He/she may use leave to attend funerals deemed personally or professionally necessary.
5. He/she may use leave to tend to children due to lack of day care.
6. He/she may use leave to tend to any personal or family needs.

Approved: USD 303 Board of Education August 15, 2016

CGPGA Emergency and Legal

CGPGA

Emergency and legal leaves without pay may be granted by the superintendent. Emergency and legal leaves with pay may be granted at the discretion of the board.

To the extent possible, administrators should give advance notice in requesting emergency leaves. Whenever an administrator takes an emergency leave without prior consent, the administrator shall notify the superintendent at the earliest possible time. When the administrator is unable to give such notice, arrangements should be made for some other person to notify the superintendent of the emergency leave. If the administrator desires not to have a salary deduction made for the emergency leave, an application shall be made to the board by filing a request with the superintendent within ten days following his return from such emergency leave which request shall explain in full the nature of the leave and the reasons why the administrator is of the opinion no salary deduction should be made.

Legal Leave

Legal leave shall mean and include time away from the job for the purpose of prosecuting or defending a legal action or in testifying in either a court of law or before an administrative body. If the administrator is a plaintiff in an action against the district, this rule shall not apply. Time away from the job for any action shall be taken as provided in policy and ordered by other leave provisions as allowed by the district.

Jury Duty

An administrator called to jury duty may be paid regular wages if the administrator endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

Approved: USD 303 Board of Education July 11, 2022

CGPGB Sick Leave**CGPGB**

At the beginning of the contract year, administrators will be granted discretionary leave per policy CGPG. Any unused portion of the discretionary leave at the end of the previous school year will be rolled over into sick leave. Sick leave shall accumulate to a maximum of 90 days. Leave can be taken in ½ hour increments and shall be with pay.

Administrators with experience outside the system may transfer up to 20 days of sick leave from another district. Transfer credit for sick leave is subject to verification by the previous employer.

Sick leave provides for absence in the event of personal illness or accident. Sick leave may also be used in the event of illness, accident, or death within the immediate family. Immediate family includes: spouse, parent (guardian), grandparent, child, brother, sister, father-in-law, or mother-in-law. The definition of “immediate family” may be extended by the superintendent if he deems it appropriate.

Approved: USD 303 Board of Education July 11, 2022

CGPGC Disability Leave

CGPGC

The board may grant leave of absence for disability with or without pay. Disability is a temporary suspension of duties subject to the board's policies/rules generally. (See GBN, GBN-R, GBRI, GBRI-R)

Any administrator who becomes disabled due to illness or injury or anticipates becoming disabled for reasons including, but not limited to, surgery, hospital confinement, medical treatment, confinement at home by order of the administrator's physician or pregnancy may become eligible for a leave of absence based upon said disability upon compliance with the rules hereinafter set forth.

Anticipating Disability

Any administrator who reasonably anticipates becoming disabled because of any of the reasons set forth above shall give written notice to the superintendent of the condition expected to result in disability as soon as the condition is known to the administrator. In addition, such notice shall contain a statement from the administrator specifying the date on which the administrator wishes to commence disability leave and the expected date on which the administrator wished to resume duty following recovery from said disability along with a statement from the administrator's physician concerning the administrator's present general health and physical capacity to work.

When an administrator desires to continue in the performance of duty during the period of time from the date of giving notice to the superintendent, as set for above, to the date of disability, the administrator shall be permitted to do so only when the administrator's physician statement indicates that said administrator is physically capable of continuing to perform assigned duties. Such statement shall establish the time period, in the opinion of said physician, during which the administrator is expected to be capable of performing said duties.

After consultation with the administrator, the superintendent shall determine whether or not the administrator is capable of performing assigned duties up to the date requested by the administrator.

In no event shall the board be obligated to permit an administrator anticipating a state of disability to continue in the performance of duty where the performance of said administrator has substantially declined from that performance shown by the administrator prior to consultation with the superintendent provided in the paragraph immediately preceding.

CGPGC Disability Leave

CGPGC-2

The statement of the admin's physician concerning the administrator's general health and physical capacity to work shall be submitted for board consideration together with the recommendation of the superintendent concerning the administrator's continued performance of assigned duties. The board will consider both the recommendation of the superintendent and the physician's statement when acting to allow said administrator's continued performance of assigned duties after notification of the anticipated disability. The board reserves the right to have the administrator examined by a physician of the board's choice at district expense.

Failure or refusal of the administrator to furnish a physician's report or to be examined by the board's physician shall preclude the administrator from receiving any sick leave benefits for any disability and effect a waiver of said eligibility to resume assigned duties.

If the administrator does not agree to the findings of the superintendent, the administrator may request a hearing before the board to state reasons for continuance of assigned duties. The hearing must be requested by the administrator in writing within a reasonable period of time prior to the regular board meeting when said administrator's future employment status will be determined. Said request will be delivered to the superintendent or the clerk of the board.

The board will make its decision within a reasonable period of time after hearing all of the evidence presented at the hearing.

Whenever, in the opinion of the board, the dates for the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the education of students, the requested dates may be changed by the board. The administrator shall resume assigned duties no later than the first day of the contract year following the date that the administrator was declared eligible for resumption of duties. Failure to appear for resumption of duties shall be deemed a resignation by the administrator.

When it is mutually agreed to between the administrator and the board that the administrator will not resume contracted duties for the school year in which the administrator would be eligible to resume duty, the administrator shall be separated from employment as provided by law. The board will have discharged its responsibility after offering to allow the administrator to resume duty in the first vacancy for which the administrator is certified that occurs after the administrator has been declared eligible for resumption of duty.

Returning to Duty

The administrator who submits a written physician's report at the administrator is physically fit for full-time employment may be declared eligible for resumption of duties.

If the superintendent, has a good faith doubt that the administrator is capable of resuming regular administrative duties, the superintendent shall conduct an inquiry to determine whether the administrator is capable of resuming regular administrator duties. The findings and conclusions of the superintendent's inquiry will be given to the administrator in writing at the conclusion of the investigation. If the findings and conclusions are contrary to the opinion of the administrator and the administrator's physician, the administrator may request a hearing before the board to resolve the matter. The request for said hearing shall be given to the clerk of the board in writing within a reasonable period of time after receipt of the superintendent's report. The board will hold the hearing at its next regularly scheduled board meeting.

If the board has a good faith doubt that an employee, not returning to duty after a disability, is unable to resume contracted duties, the board may request that the employee be examined by a physician of the board's choice at district expense. If the physician's report is that the employee is able to resume work, the board may require the employee to do so or to be placed on unpaid leave and possible suspension. The employee may request a hearing to resolve the matter before the board as herein provided previously.

Extensions or Reductions of Leave

Where disability leaves have been approved, the beginning or ending dates thereof may be further extended or reduced for medical reasons upon application by the administrator to the board. Such extensions or reductions may be granted by the board for additional reasonable periods of time provided, however, that the board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the students and provided further that such change by the board is supported by reasonable evident.

The provision of this regulation shall not be deemed to impose on the board any obligations to grant or extend a leave of absence beyond the end of the contract school year in within the leave is obtained.

Leave Benefits

All personnel benefits accrued by the administrator at the date the disability leave begins will be retained during disability leave unless the person concerned shall have severed the employment relationship by resignation. No additional personnel benefits will accrue during the period of disability leave except as expressly provided by law.

The provisions of this policy and regulation shall not be applicable and shall be of no force nor effect during any period of time not covered by a contract of employment with the administrator. A leave of absence due to a disability may be chargeable to the sick leave of the administrator. (See CGPGB)

District disability or sick leave benefits shall be reduced by any duplicating monetary benefit received by the employee under any plan, including a plan established by law, toward which the board contributes or for which the board pays. The board will retroactively adjust the district benefits provided by the board under one plan when granted prior to the notice that the employee has elected to file for benefits under another plan provided in full or in part by the board, e.g., an employee's utilizing paid sick leave for a disability and filing for benefits under workman's compensation which would be paid, duplicate all or part of the benefit provided earlier and increase the employer's contribution rate because of the loss-experience record.

Such retroactive adjustment may involve a prorate deduction in wages to compensate for duplication of benefits or an endorsing all or part of the benefit over to the district. In either case, a proration of sick leave taken earlier will be reinstated to the employee's accrued accumulated sick leave. The adjustment will be conducted as group insurance companies coordinate benefits so that the employee receives the best adjustment of his full claim, but never more than the full amount of his claim. Such an adjustment shall not affect any personal insurance coverage carried by the employee in which the board is not a contributor.

Approved: USD 303 Board of Education July 11, 2022

CGPGD Military Leave

CGPGD

Any administrator, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as define below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90 day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Administrators who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Guardsman or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type o military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time serviced on military leave. Continued absences may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An administrator on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it

CGPGD Military Leave**CGPGD-2**

would have been if leave and had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Approved: USD 303 Board of Education July 11, 2022

CGPGE Religious**CGPGE**

Administration may be granted leave of absence without pay for participating in religious activities.

Requests for religious leave without pay must be made to the superintendent at least five school days prior to the first day of such requested leave. The leave may be granted by the superintendent, but the leave shall not exceed two school days per administrator per school year. The request for religious leave shall be in writing and shall fully explain the time, date and reasons of the leave.

Approved: USD 303 Board of Education July 11, 2022

CGPH Vacations and Holidays

CGPH

Vacations and holidays with pay may be provided to administrative employees.

Vacations

Administrators on a twelve-month contract will be granted vacation each year according to their individual contracts. The vacation shall be with pay.

Holidays

Administrators on a twelve-month contract shall be entitled to the following days off with pay: New Year's Day, President's Day or other designated day per approved school calendar), Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving Day and Christmas Day.

Except the superintendent may require one or more administrators to be on duty to protect the interest of the district. The holidays shall be with pay.

Approved: USD 303 Board of Education July 11, 2022

CGPI Family Medical Leave**CGPI**

Administrators shall be provide family medical leave as provided by a plan approved by the board and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the clerk of the board and make available to all administrators at the beginning of each school year.

Approved: USD 303 Board of Education October 11, 1993

CGPJ Employee Health Option

CGPJ

All staff members actively enrolled in the district health plan shall be provided an opportunity to elect, at retirement, to remain with the district health plan until age 65 years.

All premiums and dues are the responsibility of the employee.

Approved: September 10, 2001

CJ Use of Consultants (cf. CL, DJFA, ID)

CJ

The superintendent may contract with professional consultants in accordance with Policy DJFA. The superintendent shall be report any use of consultants to the board and provide updates as requested.

Approved: USD 303 Board of Education July 8, 2024

CK Professional Development Opportunities

CK

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the schools. Expenses may be paid by the district to attend meetings approved by the superintendent.

Approved: USD 303 Board of Education November 4, 1991

CL Administrative Teams (See CJ, DJFA, ID)

CL

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of the administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

Within the parameters established by board policies CJ and DJFA, the team may use outside consultants and district resources.

Financial

The superintendent may recommend a budget to the board.

Approved: USD 303 Board of Education July 8, 2024

CL-R Councils, Cabinets and Committees**CL-R**

Administrative council meetings shall be held at time deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the board.

Financial

Funds for the administrative council's budget shall be included in the district's general fund.

Approved: USD 303 Board of Education November 4, 1991

CM Policy Implementation

CM

(See BDA, CGK, GAA and JA)

Administrative employee who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, nonrenewed or terminated.

Approved: USD 303 Board of Education July 11, 2022

CN Public Records (See CYA, JR, JRA, JRB, JRC, and JRD)

CN

The board shall designate a Freedom of Information Office with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act 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

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, employee, personnel, and property (both real and personal) owned by the district.

Building Records. Records maintained by the building principals shall include, but may not be limited to, the following: activity fund and student records.

Public Access

All records except those subject to exception by Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the central office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

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.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

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 the request is not acted on immediately, the custodian shall inform the requester, within the three day window, when and where the open record will be made available. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copies. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenues from copying open records will be deposited in the district's general fund.

Disposition

All central office records shall be kept for the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district. The clerk 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 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 of the district shall follow the guidelines found in the policies covering student records. (See IDAE and JR through JRD)

Retention of Documents in Certain Circumstances (See CNA)

Approved: USD 303 Board of Education January 9, 2017

CN

CN 3

UNIFIED SCHOOL DISTRICT NO 303
NESS CITY, KANSAS
PUBLIC REQUEST FOR SCHOOL RECORDS

Person requesting records _____

Address of person requesting records _____

Specific records being requested:

_____ Approval to release records

_____ Denial to release records

_____ Delayed release of records

Reason for denial or reason for delay:

Custodian/Freedom of Information Officer

Date

For Office Use Only:

Date and time the request was made _____

UNIFIED SCHOOL DISTRICT 303
OPEN RECORDS ACCESS & COPY FORM
TO BE COMPLETED BY PERSON MAKING REQUEST

Name of person making request _____

Name of documents/requested (NOTE: Description must be specific enough to ensure that the records requested are the records provided)

Number of copies of document(s) requested _____

Copy(ies) received by _____ Date/Time _____

TO BE COMPLETED BY SECRETARY

Date and time request received _____

Date and time request complied with _____

INVOICE

Number of pages _____ @ _____ /page = \$ _____

Labor _____ hrs @ _____ /hour = \$ _____

Sales tax @ _____ % = \$ _____

Total cost of copying records = \$ _____

RECEIPT

Amount received _____ Date _____ Received By _____

TO BE COMPLETED BY SUPERINTENDENT

Immediate Access Date _____ Delayed Access _____

Record will be available _____

Request denied/reason _____

Signature of Superintendent

CNA Preservation of Documents Pending Legal Action

CAN

(See BCBK, BE, CN, ECA, IDAE, II, JGGA, KR et seq. and KBA)

Maintaining Documents

After the district receives knowledge of legal action against the district or its employees, all documents or electronic information pertaining to the subject of the action must be maintained in any form and may not be destroyed as long as the legal action is pending.

** For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information, and Tangible Things, or Entering onto Land, for Inspection and Other Purposes.

Approved: USD 303 Board of Education January 13, 2025

CO Reports

CO

The board may require reports from the staff.

Types

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The superintendent shall present a semiannual budget report to the board. The board delegates to the superintendent the authority to request reports from any staff member.

Dissemination (cf. JR et seq)

The board, upon request, shall receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

Approved: USD 303 Board of Education November 4, 1991

CO-R Reports

CO-R

Types

The superintendent's annual report shall be submitted to the board 30 days after the end of the school year. If the superintendent resigns or leaves the district, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

The superintendent's semiannual budget report shall be included in the board's agenda and shall include each account, the original appropriate, the amount expended to date, the amount encumbered to date and the remaining balance in each account.

Approved: USD 303 Board of Education November 4, 1991