

**BA Goals and Objectives**

The board shall provide the best educational system possible within the financial limitations of the school district.

Approved:

**BBABF Parliamentary Procedure**

Parliamentary procedure used by the board shall conform with BBABF-R or as otherwise directed.

Approved:

## **BBABF-R Parliamentary Procedure**

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be a yea and nay and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of \_\_\_\_yea votes to \_\_\_\_nay votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any yea or nay vote. Abstaining votes shall be recorded as voting against the motion or resolution.

Approved:

## **BBBB New Member Orientation**

Newly elected members of the board of education shall be invited to attend all meetings of the board prior to the time they officially take office. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members. Present members of the board shall assist new members in every way possible to become acquainted with the responsibilities and duties of being a good school board member.

Newly elected members shall receive copies of all agendas, reports and other communications normally received by regular board members.

Approved:

**BBBC            Development Opportunities**

Continuing in-service training and development for the members of the Board of Education is encouraged. Funds will be budgeted each year for this purpose.

Approved:

**BBBC-R        Development Opportunities**

In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board established these principles and procedure for its guidance:

1.     A calendar of school board conferences, conventions, and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district. At least annually the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2.     Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3.     Reimbursement to Board members for their travel expenses will accord with Board policy.
4.     When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Approved:

**BBBE Compensation**

Board members shall be reimbursed for necessary and actual travel expenses incurred in the performance of their official duties. Board members shall also be provided liability and other insurance coverage as the board from time to time may provide.

Approved:

**BBBE-R Compensation**

No board member shall be reimbursed for travel expenses for any travel incurred outside the state of Kansas, unless such travel outside of the state has been previously authorized by the board. Board members who provide their own transportation shall be reimbursed at the state rate per mile for each mile actually and necessarily traveled in the performance of school district business.

Approved:

**BBC Board Committees**

The board shall operate at all times as a committee of the whole.

Approved:

**BBC-R Board Committees (Cf. CF)**

In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff.

As soon as an advisory committee has been appointed, the superintendent shall call a meeting of said committee for the purpose of organizing. At said meeting, the superintendent shall inform the committee of the area of its jurisdiction and the matters the board wishes the committee to consider in making its recommendations to the board. The board will appoint all committee chairmen and such other officers, as the board deems advisable. The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the board. It shall be the responsibility of the superintendent to be informed as to the progress the committee is making and from time to time relay such information to the board.

At the request of the committee, or on the initiative of the superintendent, the superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The superintendent shall exercise his discretion in providing such personnel.

At the request of the committee, or at the discretion of the superintendent, the superintendent shall make available to the committee such material as the situation warrants and as may be available at reasonable times and at a reasonable cost. The superintendent shall exercise his discretion in making such material available.

Approved:

**BBCA          Standing Committees**

There shall be no standing committees except as otherwise provided for in these policies.

Approved:

**BBCB          Temporary Committees**

There shall be no temporary committees except as otherwise provided for in these policies.

Approved:

**BBE          Attorney**

The board shall retain a qualified attorney to handle all legal matters referred to him by the board and who shall receive such compensation as the board from time to time may provide. The duties of the attorney shall be prescribed by regulation.

Approved:

**BBE-R****Attorney**

The school district attorney may attend all regular meetings of the board and such other meetings of the board as the board may require. The school district attorney shall be paid for services rendered at a rate agreeable to the board. The services to be performed by the school district attorney shall include all normal services, including by way of illustration, but not by way of limitation, the preparation of contracts and legislation, review and advice on matters submitted to him by the board or the superintendent, attendance at meetings as described above, preparation of deeds and conducting legal research. The fee paid to the school district attorney shall not cover services in connection with the issuance of bonds, litigation, hearings involving employees or students, appearances before governmental administrative agencies or lobbying.

Approved:

**BBF****Advisory Committees (Also KCBA)**

The board shall, from time to time, establish such advisory committees as it deems necessary.

Approved:

**BBFA        Types and Functions**

The type and function of each advisory committee shall be dictated by the needs of the school district for the special service of each such committee.

Approved:

**BBFB        Method of Appointment**

The board shall appoint all members of all advisory committees.

Approved:

**BBFB-R     Method of Appointment**

In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff.

Approved:



**BBFC            Organization**

Each such advisory committee shall organize itself with assistance from the superintendent.

Approved:

**BBFC-R        Organization**

As soon as an advisory committee has been appointed, the superintendent shall call a meeting of said committee for the purpose of organizing the committee. At said meeting, the superintendent shall inform the committee of the area of its jurisdiction and the matters the board wishes the committee to consider in making its recommendations to the board. The board may appoint all committee chairmen and such other officers, as the board deems advisable. The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the board. It shall be the responsibility of the superintendent to be informed as to the progress the committee is making and from time to time relay such information to the board.

Approved:

**BBFDA Personnel**

The superintendent shall assign such school district personnel to each committee as the needs of the committee dictate.

Approved:

**BBFDA-R Personnel**

At the request of the committee, or on the initiative of the superintendent, the superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The superintendent shall exercise his/her discretion in providing such personnel.

Approved:

**BBFDB Material**

The superintendent shall provide school district material to each committee, as he may deem necessary.

Approved:

**BBFDB-R    Material**

At the request of the committee, or at the discretion of the superintendent, the superintendent shall make available to the committee such material as the situation warrants and which may be available at reasonable times and at a reasonable cost. The superintendent shall exercise his discretion in making such material available.

Approved:

**BBFDC        Financial**

No direct financial assistance shall be furnished any committee without the prior approval of the board.

Approved:

**BBFDC-R    Financial**

At the request of the committee or upon the initiative of the board, limited financial assistance may be made to the committee. The board may request committees to submit budget requests to the board for approval. The board may also require committees to submit written reports to the board.

Approved:

**BBFE        Liaison**

A line of communication shall be established between each committee and the superintendent and the board.

Approved:

**BBFE-R     Liaison**

From time to time, as directed by the board or upon the initiative of the committee, the committee shall make reports to the board. The board shall be furnished with the minutes of each meeting of the committee within ten (10) days following each such meeting. All minutes of said committee will be filed with the clerk of the board.

Approved:

**BBFF Reporting**

Each committee shall report to the superintendent and/or the board as the board may require by regulation or otherwise.

Approved:

**BBFF-R Reporting**

In addition to sending the board copies of the minutes of each of its meetings, each committee shall submit a report of its activities and accomplishments to the board at least once every three months.

Approved:

**BBFG Dissolution (Cf. KCBA)**

The board may dissolve any advisory committee at any time.

Approved:

**BBFG-R      Dissolution**

Whenever, in the opinion of the board, there is no longer any need for an advisory committee created by the board, the board shall dissolve such committee by appropriate board action. Each member on the committee shall be notified of the board's action, together with an appropriate expression of appreciation from the board for the committee members' efforts. No committee shall exist longer than one year.

Approved:

**BBG            Consultants (Cf. CJ, FDAA, FEAA)**

The board may, from time to time, use consultants to assist the board in the operation of the school district.

Approved:

**BBG-R        Consultants**

To the extent possible, consultants will be obtained on a gratis basis. Neither the superintendent nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board unless said pay has been specifically budgeted.

Approved:

**BCAE            Public Hearings (Also KCC; Cf. DCDB)**

The board, from time to time, may hold public hearings on those matters which warrant public hearings.

Approved:

**BCAE-R        Public Hearings**

The board may hold public hearings before taking action, except on an emergency basis, in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy or budget, and all other matters which the board may from time to time deem appropriate. Such hearings will be held at a time when it is convenient for the general public to attend and such hearings shall be held at a place which is believed to be adequate to comfortably house the anticipated persons attending. The president of the board shall preside at such hearings.

Approved:

**BCBC      Preparation**

Board members should prepare themselves for each meeting by being as fully informed as possible on those items which will appear on the agenda.

Approved:

**BCBD      Agendas**

The board may adopt an agenda at the beginning of each meeting.

Approved:



**BCBD-R      Agendas**

The board of education agenda will be compiled by the superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda. The agenda will be sent to all board members at least two days prior to any regular board meeting. Edited agendas may be sent to other interested persons, groups of persons or organizations at the discretion of the board.

Each agenda will include the following information; however, other items and reports may be added as the need arises: agenda format including items to be discussed and board procedure; monthly reports to the board; financial reports including monthly listing of bills ready for payment, important correspondence, bids, specifications, attendance center reports, request for hearing and other such information.

Approved:

**BCBE            Distribution of Materials**

The superintendent shall distribute to each board member prior to each meeting appropriate material and written matter concerning items on the agenda.

Approved:

**BCBE-R      Distribution of Materials**

At least two (2) calendar days prior to each regular meeting of the board, the superintendent shall cause to be distributed to each board member appropriate material and written matter concerning items on the agenda which will come before the board at said meeting.

Approved:

**BCBF      Rules of Order**

The board shall be governed by rules of procedure as adopted by the board. In no event shall Roberts Rules of Order be adopted by the board.

Approved:

## **BCBF-R      Rules of Order**

The president (or the vice-president in the absence of the president) will conduct all meetings. In the absence of both the president and the vice-president, the members present should elect a president pro tempore, who will serve only for that meeting, or for that part of the meeting in which the president and vice-president are absent.

A complete agenda, including supporting data will be prepared by the superintendent in consultation with the president of the board of education, and mailed to each member of the board at least two days before the date of the regular board meeting. This requirement will be waived only for emergency special meetings of the board.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion, or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events the board will discuss all matters other than routine procedural questions, prior to the making of a motion, in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To adopt the agenda

To recess

**BCBF-R Rules of Order (continued)**

To take action

To amend a motion made to take action, but such amending motion shall be disposed of before any other motion to amend the main motion will be in order

To defer action

To go into executive session

To adjourn either finally, or to a specific time, date and place

Approved:

WAIVER OF NOTICE

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place, and purpose of a special meeting of the Board of Education of Unified School District No. 113, Nemaha County, State of Kansas, held on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Member—Board of Education

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk, Board of Education  
Unified School District No  
County  
State of Kansas

Approved:

## **BCBG          Voting Method**

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by “yes” and “no” and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of \_\_\_\_\_ affirmative votes to \_\_\_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any yes or no vote.

Any abstaining votes shall be counted as a “no” vote.

Any member may declare a conflict of interest and decline to vote on a particular issue. In this event, the member’s vote shall not be counted.

The minutes will reflect the fact a particular member has declared a conflict of interest.

Approved:

**BCBH        Minutes**

Accurate minutes of each board meeting shall be made and transcribed by the clerk of the board or other persons designated by the board. The board shall review the minutes of each meeting as soon thereafter as possible, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board, and then approve such minutes as presented or changed.

Approved:

**BCBH-R     Minutes**

The clerk of the board shall be responsible for taking and transcribing or having some person take and transcribe the minutes of each meeting of the board. Such transcribed minutes shall be sent to the board as soon as possible after such meeting, but in no event, except in an emergency, shall said minutes not be transcribed and submitted to the board at least two full days prior to the date of the board's next meeting. The minutes should clearly reflect all motions voted on by the board, including action taken by the board on motions which did not pass. The minutes will not contain a summary of each statement made by a board member, a guest or a member of the staff, unless such person requests that his remarks be made part of the minutes. If such a request is made, the clerk shall record such remarks in the minutes.

Approved:

**BCBI            Public Participation (Also KCA)**

The general public shall be invited to participate in all board meetings, except executive sessions.

Approved:

**BCBI-R        Public Participation**

Any patrons wishing to speak to the board shall first notify the superintendent and state the reason (s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board may, at its discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board.

If it appears that the matter which the visitor wishes the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at the next regular meeting of the board, or if the matter is of great importance, the board shall schedule a special meeting or special hearing for the matter to be presented to the board.



**BCBI-R      Public Participation (Cont.)**

Handling of Complaints

Individuals or groups often confront a single board member with issues which usually should be handled by the administration of the school. In carrying out the policy for handling complaints, the board will observe the following procedures:

Neither the board as a whole nor any individual member of the board will entertain or consider communications or complaints from teachers, parents or patrons until they have first been referred to the principal and/or superintendent.

Only those cases where satisfactory adjustment cannot be made by the principal or superintendent shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent and principal in such event, the board will, if it seems advisable, grant a hearing to the parties interested. Such hearings will be held during a regular or special session of the board.

Approved:

**BCBJ      News Coverage (Cf. KBCC)**

All news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Approved:

**BCBJ-R      News Coverage**

At each meeting of the board, the board shall provide special seating arrangements for all members of the news media present and shall give all such persons full cooperation in explaining any action considered or taken by the board.

Approved:

**BCBJB      Broadcasting and Taping**

All meetings for the conduct of the affairs of, and the transaction of business by, the school board of Unified School District No. 113, shall be open to the public.

Approved:

## **BCBJB-R Broadcasting and Taping**

Notice of the date, time and place of any regular meeting of said school board shall be furnished to any person requesting such information.

Prior to any meeting of said board, any agenda relating to the business to be transacted by such meeting shall be made available to any person requesting such agenda.

The use of cameras and recording devices at any meeting of said board shall be subject to the following rules, which are designed to insure the orderly conduct of the proceedings:

### Cameras

The use of cameras at any said board meeting shall not be permitted when, in the judgment of the board, the use of any camera is a disruptive influence upon the proceedings, or the use of such camera is genuinely annoying or harassing to the board or any member thereof, or the use or proposed use of such camera operates to attract undue attention to the camera or the proposed user thereof.

The board may, upon request of any person present at the meeting, allocate a time period for the taking of photographs either immediately after the meeting is called to order to immediately before the meeting is adjourned. When such a time period is allotted by the board, photographs shall be permitted only during such time period.

### Recording Devices

The use of recording devices at any said board meeting shall not be permitted when, in the judgement of the board, the use of any recording device is a disruptive influence upon the proceedings, or the use of such recording device is genuinely

**BCBJB-R Broadcasting and Taping (continued)**

annoying or harassing to the board or any member thereof, or the use or proposed use of such recording device operates to attract undue attention to the recording device or the proposed user thereof.

Any person desiring to record any portion of the proceedings at any meeting of said board shall make known to the presiding officer, prior to said meeting, the presence of any recording device proposed to be used for such purpose.

Recording devices shall be operated without obtrusive noises or movement by either the recording device or the operator thereof.

All recording devices together with all appurtenances and paraphernalia, including microphones, shall be kept in the area designated for the seating of spectators, and no recording devices, microphones or other appurtenances shall be allowed on, under, or in the immediate vicinity of the board conference table.

The violation of any of the above rules shall be adequate ground for the removal of any camera or recording device from the meeting room. No cameras or recording devices shall be allowed at executive session of said board.

Approved:

**BCBK            Executive Sessions**

The board shall conduct executive sessions only as provided by law.

Sample Motion

I move that the board go into executive session for the purpose of discussing \_\_\_\_\_ (a statutorily approved reason); and that the board return to the open meeting at \_\_\_\_\_ o'clock in this room. The executive session is required due to \* \_\_\_\_\_.

- 1) Personnel matters for nonelected personnel;
- 2) Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;
- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- 5) Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person;
- 6) Preliminary discussion relating to the acquisition or real property.

\*Explanation or reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

Approved:

## **BCBK-R Executive Session**

When a motion is made to go into executive session, all three blanks in the sample motion (Cf. BCBK) must be filled in as follows:

The purpose for the executive session will be one of the six reasons stated in BCBK.

The time the board will return to the open meeting will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

The third blank will explain why one of the six statutorily acceptable reasons was chosen. Examples:

- 1) Personnel: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the districts right to the confidentiality of its negotiating position, and the public interest.
- 4) Confidential data: To protect a trade secret. To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.
- 5) Matters concerning an individual, such as a student (not nonelected personnel): To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion of real property acquisition: to protect the district's financial interest and bargaining position.

Approved:

**BDA            Policy Development System Adoption**

The board shall continually review its policies and shall, as need dictates, delete, amend and supplement existing policies and adopt new policies.

Approved:

**BDA-R            Policy Development System Adoption**

At least once a year the superintendent shall present to the board his recommendations in regard to the proposed policy changes. Said report shall be in writing and shall indicate which policies should be amended, deleted or supplemented and shall also contain his recommendations and rationale regarding new policies. In addition, the superintendent shall, from time to time, or as the need arises, advise the board when he is of the opinion that a policy should be changed or added and the reasons therefor.

Any member of the board or the superintendent may propose an amendment to the written policies of the board of education. The policies may be changed by a majority vote of the board at any regular or special board meeting. The policies may be changed by a majority vote of the entire board at any meeting for which a thirty-day notice shall have been given of the proposed amendment.

Approved:

**BDAA          Policy Draft Writer**

The superintendent, or a person designated by the superintendent, shall draft all recommended policy changes, including new policy recommendations.

Approved:

**BDBA          Attorney Involvement**

Policies and rules of the board may be submitted to the board's attorney or to the staff of KASB to determine the legality of said policies and rules before it is submitted to the board for final approval.

Approved:

**BDBA-R      Attorney Involvement**

Before recommending any policy change or addition to the board, the superintendent may first have any such policy change or addition examined by the school district's attorney for the purpose of ascertaining the legality of said proposed change or addition. The opinion of the school district attorney shall be attached to each recommendation made by the superintendent.

Approved:



**BDBB Staff Involvement (Also GAC)**

In formulating policy recommendations to be made to the board, the superintendent may involve portions of his/her entire staff in the formulation of such policy.

Approved:

**BDBB-R Staff Involvement**

The superintendent shall, from time to time during the school year, solicit recommendations from the entire staff in regard to the workability of present policies, needs for change and new policies. The superintendent, in formulating his/her recommendation to the board, shall consider the recommendations made to him/her by the staff.

Approved:

**BDBC Community Involvement (Also KCBB)**

To the extent possible, the board may involve segments of the community in formulating board policy.

Approved:

**BDBC-R      Community Involvement**

The board may advise the patrons of the school district, through the news media and other means, that the board welcomes suggestions and ideas in regard to board policy. In adopting or changing board policy, the board may consider ideas and suggestions submitted by the patrons of the school district.

Approved:

**BDBD      Student Involvement (Also JCB)**

To the extent possible, the board may involve students in the development of board policy.

Approved:

**BDBD-R      Student Involvement**

By announcements from classroom teachers, notices in student publications and by other means to be adopted by the board, the board may invite students of the school district to submit ideas and suggestions to the board in regard to the development of board policy. In adopting or changing board policy, the board may take into consideration those ideas and suggestions submitted by the students.

Approved:

**BDC              Policy Adoption**

The board shall adopt new policies and delete or modify existing policies as the need arises.

Approved:

**BDD              Policy Dissemination**

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

Approved:

**BDD-R Policy Dissemination**

The superintendent shall be responsible for devising a procedure to insure that those persons having copies of the board handbook receive changes in board policy and that policies, which have been amended or deleted, are removed from such policy handbooks. Every attendance center shall have a current copy of the policy handbook, which shall be kept, in the office of the principal or the chief administrator of said attendance center. Students, faculty and school district employees shall have free access to said policy handbook, but said handbook may not be removed from the office of the principal or chief administrator. A copy of the board policy handbook shall also be kept in the central administrative office and made available to the public during normal business hours. Said copy shall not be removed from the central business office.

Each board member shall have access to a policy handbook during his/her term of office. At the end of the board members term, said policy book will be returned to the central office.

The clerk will keep a running historical set of board policies which will reflect all revisions, amendments or other such actions pertaining to every policy and rule.

Approved:

**BDF            Review of Administrative Rules    (Also CMAD)**

The board shall review its administrative rules on an annual basis.

Approved:

**BDH            Suspension of Policies**

The board may at any time suspend any of its policies.

Approved:

**BE            School Board Records                    (Cf. JR et seq.)**

The board shall keep such records as shall be necessary for the efficient operation of the schools of the district.

Approved:

**BE-R School Board Records (Cf. JR et seq.)**

In addition to those records required to be kept by law, the superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the school district.

Approved:

**BF Annual Reports (Cf. CO)**

The superintendent shall furnish the board with such annual reports as the board may by regulation or from time to time require.

Approved:

**BG Memberships**

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

Approved:

**BGC            National School Boards Associations**

The school district may participate in the activities of the National School Boards Association as the needs of the district dictate.

Approved:

BGD

**Inclement Weather Policy**

**USD #113**

**School Days/Hours Make-up Policy**

**BOE Approved 12/5/11**

Make-up days will be used for days lost to inclement weather and emergency situations. These guidelines generally cover situations which closed all schools across the district, but could be used to help guide decisions unique to only selected schools. Indicating which lost days will be made-up and which days on the district calendar will be used for make-up each year will help students, staff, parents and the community to better plan for make-up adjustments. Guidelines will also help the BOE and administration better plan, provide our patrons with a consistent pattern of decisions, and reduce the time wasted continually “remaking” each make-up day decision.

<b>Guidelines for Annually Scheduling Make-Up Days into Published District Calendar</b>				
<b>Weather/ Emergency Days Missed</b>	<b>Students</b>	<b>Certified Salaried</b>	<b>Classified Salaried</b>	<b>Schedule Full Make-up Days</b> on the District Calendar, each year, in accordance with priorities #1 to #4 below, to allow staff and families to plan ahead.
<b>1-3 Days</b>	No Make-up	No Make-up	No, but custodians & secretaries can be expected to work.	None Scheduled
<b>4-7 Days</b>	Make-up	Make-up	Make-up	#1 Single days of no school, with 10-day notice (President’s Days, Good Friday, etc.). #2 Spring Break days, leaving 1 day for an extended weekend; with 30-day notice before using for make-up. #3 Add days to end of school year. #4 Consideration may be given to Workdays & Inservice days ( <i>Inservice only counts 1/2 time</i> ) #5 Adding minutes to the daily schedule will not be considered until all possible scheduled make-up days are used.
			Hourly staff paid for time worked.	Thanksgiving, Christmas and Parent/Teacher conferences will not be considered for scheduled make-up days, except in extreme emergencies. The published calendar will indicate established make-up days each year, based on the above guidelines. Make-up of days missed beyond 7 will be determined in a timely manner by the Superintendent and BOE.