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A - SCHOOL DISTRICT ORGANIZATION

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**A            District Authority**

**A**

The governance of the district shall be vested in the board.

Home Rule

The board shall have authority to conduct district business without specific statutory delegation. The board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

Approved: April 2004

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

Mr. President, I move the adoption of the following resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. \_\_\_\_\_, \_\_\_\_\_ 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 authorized 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, be the Board of Education of Unified School District No. \_\_\_\_\_, \_\_\_\_\_ 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 \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

See Key [N]

See Key /s/

**ABE            District Goals and Objectives**

**ABE**

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to ensure that students are able to function effectively in their environment, employment, and continuing educational efforts.

The board shall participate in long-range planning through an annual meeting with the superintendent and designated staff to review progress on the implementation of priorities, initiatives, and long-range plans. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve long-range goals.

The superintendent shall develop necessary procedures, forms, or other measures to implement this policy.

The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and to make recommendations concerning specific district long-range plans.

The superintendent shall give the board periodic reports.

Approved: August 1993

**AC            School District Grade Levels**

**AC**

The district will be organized on a K-6 (Hoxie Elementary); 7-12 (Hoxie Junior/Senior High) plan.

Approved: April 2005

**AD            District Attendance Areas**

**AD**

The superintendent shall, on or before April 1 of each year, prepare a written report for the board, concerning the changing of school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations at the first regular meeting following receipt of the report but shall take no action on the report at that meeting. The recommended changes shall be made available to the patrons of the district. Should the changes appear to require a public hearing, one will be scheduled.

Approved: August 1993

**ADA School Census**

**ADA**

The board may direct the superintendent to conduct a census of the following:

- The number of potential students living in the district under the age of 5 years;
- The number of potential students residing in the district between the ages of 5 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary, such as, but not limited to, birthdates of potential students in those categories.

Approved: October 2019

KASB Recommendation 1/01; 4/07; 12/18

**ADA-R School Census**

**ADA- R**

Sometime during January, the board may direct the superintendent to conduct a census of the potential students and patrons living in the district under the age of five years and the number of potential students and patrons residing in the district between the ages of five and 17, and the number between the ages of 17 and 21. Such census shall also obtain information related to the planning of transportation services and such other information as the superintendent deems to be of assistance to the district.

Approved: August 1993

**AE School Year**

**AE**

The board shall provide a school year consisting of not less than:

- The minimum number of statutorily required school days for students K-12, consisting of not less than 2 ½ hours for kindergarten students and 6 hours for students in grades 1-12; or
- The minimum number of statutorily required school hours for students in grades K-12.

Virtual Schools

If the board sponsors a virtual school, it shall comply with all current regulations of the Kansas State Department of Education and the school district and applicable state laws.

Approved: September 2008

**AEA School Calendar**

**AEA**

The board shall establish a school calendar for each school year.

At the February board meeting each year, the superintendent shall present to the board a recommended school calendar for the next school year. In making such recommendation, the superintendent shall consider the customs of the district legal holidays and other relevant matters. The superintendent shall also consider the recommendations of the district’s staff in the preparation of the school calendar, but the adoption of the school calendar shall not be a subject of discussion in the negotiation process, except as provided by law. A copy of the current annual calendar shall be on file in the clerk’s office.

Approved: August 1993

**AEB School Year and Learning Opportunities**

**AEB**

(See AE, JBD, JBE, JCDA, and JDD)

Prolonged or Shortened School Year

The board may prolong or shorten the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board, as necessary. The board may prolong or shorten the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hours required by Kansas law.

Additional Learning Opportunities for Students

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to additional academic sessions taking place:

- before- or after-school;
- on Saturday; and/or
- during the summer.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during additional academic sessions.

Approved: October 2016

KASB Recommendation – 7/02; 4/07; 6/16

**AF School Day**

**AF**

Except as otherwise provided in the negotiated agreement for staff members covered thereby, the board shall establish the time of beginning and of ending the school day and other time schedules.

Approved: October 2018

**AF-R School Day**

**AF-R**

The beginning and ending times for all classes in each attendance center will be published each August in The Hoxie Times.

Approved: August 1993

**AG Closing School Buildings**

**AG**

(see AD)

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers.

Building Closure Process

The board, by adoption of a resolution, may close any school building at any time it determines the closure would improve the school system of the district. The board may close more than one school building in one resolution. Such a resolution shall require a majority vote of the members of the board and shall require no other approval.

Prior to adopting a resolution closing any school building, the board shall call and hold a hearing on the proposal. The notice of such hearing shall include the reasons for the proposed closing, the name of any affected school building, and the name of any school building to which the involved students shall be reassigned. Such notice also shall include the time, date, and place of the public hearing to be held on the proposal. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district. The last publication shall be at least 10 but not more than 20 days prior to the date of the public hearing.

At any such hearing, the board shall hear testimony as to the advisability of the proposed closing, and a representative of the board shall present the board's proposal for such closing. Following the public hearing, or any continuation of such hearing, and after considering all of the testimony and evidence presented or submitted at the public hearing, the board shall determine whether the school building should be closed to improve the school system of the unified school district.

State Board Administrative Review

If a valid request is made not later than 45 days after the adoption of a resolution to close a school building or buildings, the state board of education shall conduct an administrative review of the resolution and issue an advisory determination, not later than 45 days after receipt of the request, to the school district that states whether the school district's resolution is reasonable under the totality of the circumstances.

Upon receipt of an advisory determination, including any advisory determination that the resolution is reasonable, the board of education of such school district shall reconsider such resolution. In reconsidering such resolution, the board of education shall hold a public hearing as provided in current law and may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.

No resolution adopted in regard to a school closing shall be effective until, at minimum, the 45-day time period has elapsed without a request for administrative review.

Approved: June 2023

KASB Recommendation - 6/23

**AG-R Closing School Buildings**

**AG-R**

Procedures

Initially, the superintendent shall make recommendations to the board concerning any facility that may be discontinued as an attendance center.

The superintendent will seek guidance from members of the board prior to making recommendations relative to the possible closing of attendance centers.

After a school is identified for possible closing and the board has given approval to study the particular situation, parents and other school patrons of the attendance area will be involved in discussions pertaining to the possible closing. Outside consultants may be utilized to assist in the study of a possible school closing.

An orderly procedure, including the provision of information to all who will be affected, will be utilized when giving serious consideration to closing a school. The administrative process to obtain board approval to close one or more schools will be consistent with procedures listed following.

If the board has approved the closing of a school, the administration will use reasonable means to inform parents of students affected by the closing about their new school assignment.



Necessary alignment of boundaries will be made when a school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments and programs.

Administrative planning for reassignment of students and staff members, disposition of equipment and furniture, etc., normally will be completed prior to the end of the school year.

Alternate uses of the building or disposition of the property will be considered in light of current projected needs.

Approved: August 1993

Factors to be examined when considering a school for closing include the following:

1. Enrollment and Program
  - A. Number of students currently in attendance.
  - B. Enrollment in relation to that needed to provide quality of educational programs and services and efficient building utilization.
  - C. Student enrollment in relationship to unique program offerings and community needs.
  - D. Student enrollment projections indicative of continued decreasing student population, taking into account both neighborhood students and others.
  - E. Effect upon programs for students in all schools affected by the closing.
  - F. Relationship to integration efforts.
  - G. Proximity of the school to community resources.
  - H. Relationship to long-range plans for special education and regular attendance centers.
  - I. Consistency with district commitment to provide special education, integrated education, vocational education and alternative education programs.
2. Community Considerations
  - A. Attitudes toward reducing the number of attendance centers and reducing costs.
  - B. Hardships and/or benefits to parents and/or students resulting from closing a school, distance from where students reside to schools where assignments may be made.
  - C. Reactions on the part of parents and other school patrons.
  - D. Capacity of buildings in adjacent attendance centers, space to house additional students.
3. Environmental Factors
  - A. Adequacy of the building in terms of student health and safety.
  - B. Frequency of vandalism and amount of damage.

- C. Location and size of site.
  - D. Traffic hazards and/or serious deterrents to learning in the surrounding community.
4. Financial Considerations
- A. Staffing requirements.
  - B. Food service and student transportation requirements and expenses resulting from closing a school.
  - C. Comparative per student operating costs related to the status quo.
  - D. Value of property for other use.
  - E. Saving which might accrue by reducing the number of attendance centers.
5. Relationship to Long-Range Planning Efforts
- A. Comprehensive planning of the district, other governmental bodies and planning agencies and private interests.
  - B. Need to utilize property for other purposes.
  - C. Current and projected land use resulting in changes in residential and commercial patterns.
6. Procedure
- A. After the official enrollment has been determined during the first month of school, the superintendent will present any recommendation to the board for a study of the possible closing of a school for the following school year.
  - B. If the recommendation of the superintendent for consideration and study is approved by the board, appropriate staff members will be delegated the responsibility of participating in the study.
  - C. A community advisory committee or committees consisting of appropriate representation may be utilized by the superintendent to study all relevant data and submit suggestions.
  - D. By the end of the first semester in which the study was proposed, the superintendent will submit to the board relevant data for its consideration. Such data may include suggestions from the advisory committee(s), information from the administration and preliminary recommendations from the administration regarding closing of a school.
  - E. The superintendent, working with the president of the board, will schedule meetings of the board to review and discuss the preliminary recommendations of the administration

regarding school closings. Information regarding recommendations and meeting dates will be published in a newspaper of general circulation to the area concerned.

- F. By the middle of the second semester, the superintendent will submit final recommendations regarding the school closing(s) under study. The recommendations will be presented early enough to assure time for sufficient public review by the board at a regular or special meeting prior to final action.
  - G. The board will act on the recommendation of the superintendent no later than the second regular board meeting in April of the school year in which the study has been conducted.
7. If the board fails to act on the recommendations of the superintendent by the second meeting in April of the school year, the school in question will remain open for the following school year.
  8. The board may close a school any time during the school year without following the procedures described above if the board believes it is an emergency situation and closing is warranted.