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Elementary and Secondary

A. Schedules

4. Drills for Emergencies

a. Fire Drills

1. As required by KSA 31-133, all school principals shall conduct at least one fire drill each month at some time during the school day, aside from the regular dismissal at the close of the day's session.
2. A copy of the Fire Drill Report shall be filed in the office of Pupil Personnel on forms provided, by the end of the month in which the drill is conducted.

b. Tornado Drills

1. At least three (3) Tornado Drills shall be conducted during the school year as required by KSA 31-133, 1975 Supp., as amended.
2. The required Tornado Drills shall be conducted in the months of September, February and April of each year and the reports of such drills shall be submitted to the Pupil Personnel Office by the end of the month in which the drill is conducted.
3. Tornado Drill Procedures for each school shall be filed with the Pupil Personnel Office and such procedures shall be kept current as changes in procedures may occur.
4. Tornado Drills shall be conducted at some time during the school day, aside from the regular dismissal at the close of the day's session.

6.1.5.0.0-A Extracurricular Activities

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.1.0-A Student Eligibility for Participation in Interscholastic Competition

.1.3 Accumulated Eligibility

Implementation of the requirements of 6.1.5.1.3 for students in grade 12 in 1984-85, the four required units for accumulated eligibility may be met by inclusion of up to one unit of an intermediate or advanced course in vocational education as one of the "applicable courses" completed during the "previous semester." No introductory unit in such area shall apply. This exception shall expire June 15, 1985.

For students in grade 10 in 1984-85, the four required units for accumulated eligibility may be met by inclusion of up to one unit of introductory vocational education courses during the second semester of grade 9 provided that at least four units in the "applicable courses" were completed with a grade of not less than a 3 or C in the first semester.

Elementary and Secondary

D. Curriculum

5. Extra-Class Activities

b. Interscholastic Athletics and Other Events

- (1) Pupils enrolled in the middle school (grades 6, 7 and 8) shall not be eligible to participate in high school (grades 9, 10, 11 and 12) interscholastic competition.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

a. Textbooks and Workbooks

- (1) Textbooks will be provided to all students at no charge. There shall be no textbook rental fees collected from students.
- (2) All textbooks shall have the textbook label on the inside of the front cover. On the first day class is in session, each student should receive his textbooks and have the date and his name written on the first vacant line of the label.
 - (a) The teacher may permit the student to write his own name on the label of his books.
 - (b) When the book is returned at the end of the school term or when the student transfers from the school, the teacher shall inspect the book for damage of any kind. If the book is in satisfactory condition, the teacher should date and initial the textbook label and place the book in storage.
- (3) The principal shall establish a procedure for assessment of charges to a student for lost or damaged textbooks. In case of damage to or loss of any book, the matter shall be referred to the principal for assessment and collection of damages.
- (4) Textbooks at all grade levels should be available for home study by students in accord with normal instructional procedures.
- (5) Teachers assigned to administration and supervision of any portion of the textbook use system shall be reimbursed for services on an hourly basis and shall be paid by regular salary warrant.
- (6) All purchases shall be by contract by the Board of Education.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

a. Textbooks and Workbooks (continued)

- (7) Disposal of used and discontinued textbooks shall be with the approval of the Board of Education. Methods for disposal shall be as determined by the Board and may be either by sale or donation to interested persons or organizations. Any money received for sale of used and discontinued textbooks shall be credited to the proper fund of the Board of Education.
- (8) Textbooks will be delivered to the individual elementary schools according to the estimated usable textbooks and the estimated enrollment for grades 1-5. Requisition forms are provided for listing any additional textbooks needed at any time during the year. Every effort will be made to deliver such textbooks as soon as possible after receipt of the request if the requisition form is properly filled out and includes "Number on Hand" and "Pupils Enrolled."
- (9) Accounting procedures for all expenses related to the district textbook use system shall be the responsibility of the Assistant Superintendent for Business Affairs.
 - (a) Secondary Schools: A separate record of all monies collected for assessment of charges for lost or damaged books shall be kept by the school treasurer. The total amount collected during any school year shall be deposited with the treasurer of the Board of Education by June 10.
 - 1) Receipts shall be issued to all persons from whom money is collected for lost or damaged books.
 - (b) Elementary Schools
 - 1) Money collected from students for lost or damaged books shall be forwarded to the treasurer of the Board of Education for deposit in the same month it is collected. A special account of all receipts and expenditures shall be maintained.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

a. Textbooks and Workbooks (continued)

(9) (continued)

(b) Elementary Schools (continued)

1) (continued)

- a) Checks should be made payable to "The Board of Education." Checks made payable to the individual school shall be endorsed "Pay to the Board of Education" above the school endorsement.
- b) Each check should have the name of the school on it. If not, write it or stamp it on the lower left hand corner of the check.
- c) A list of checks deposited shall be kept in the school office for reference.

- 2) Receipts shall be issued to all persons from whom money is collected for lost or damaged books.

(10) Transfer Forms

- (a) Transfer forms are provided for the convenience of pupils moving from one school to another within the school district. One form will be sufficient for all pupils in the same family in the same school.
- (b) Two copies of the transfer form should be completed by the principal. The duplicate copy should be retained by the school for record purposes. By signing the transfer form, the principal certifies that all textbooks have been returned in satisfactory condition or necessary assessments paid.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

a. Textbooks and Workbooks (continued)

(10) Transfer Forms (continued)

(c) The principal of the receiving school should not enroll transfer students until the transfer form, properly signed, is presented.

(d) Workbooks in which students have written may be taken with them upon transferring to another school.

(11) Receipt books and transfer forms are available at the Board of Education storeroom and should be ordered on regular storeroom requisition forms. Additional elementary textbook requisition forms are available from the Director of Elementary Education.

6.6.1.0.0-A Equipment, Books and Materials

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.2.0-A Equipment and Supplies

.2.1 Per Pupil Allocation

For each year, an allocation of funds shall be made for each school for requisitioning of instructional supplies from the central supply services. Each principal shall be notified annually of the amount of such allocation based on a budget allocation of \$10.00 per pupil based on the September 20 projected enrollment. Kindergarten students shall be counted as one-half.

.2.2 Catalog of Available Supplies

Each school will be provided with a catalog of supplies which are available through the Board of Education storeroom. Supplies available for requisition are:

.2.2.1

Elementary Schools:

Classroom and office supplies
Art supplies
Kindergarten supplies
Primary supplies
Physical education supplies

.2.2.2

Secondary Schools:

Classroom and office supplies
Art supplies
Industrial arts stores
Foods classes stores
Sewing supplies stores
Physical education supplies

In addition, First Aid supplies are available for all schools.

.2.3 No Exchange of Funds

The operation of items .2.1 and .2.2 shall be a bookkeeping procedure and will not involve any exchange of funds from the school district to the individual school.

.2.4 Principal Responsible for Ordering Supplies

Principals will be permitted discretion in the selection of materials to be ordered. The needs of the entire school should be kept in mind and the estimate of needs should reflect a well-balanced instructional program.

6.6.1.0.0-A Equipment, Books and Materials A

.2.0-A Equipment and Supplies (continued)

.2.5 Additional Instructional Supplies

Additional instructional supplies for special programs and needs which are not uniform in all schools shall be distributed on the basis of requisitions of the Assistant Superintendent for Instruction.

.2.6 No General Instructional Supplies Fees

There will be no general instructional supplies fees collected from students.

.2.7 Instructional Supplies Fund

For each year, each school will receive by September 20, notification of the amount of money allotted for the direct purchase of instructional and office supplies.

.2.7.1 The allotment may be expended through request for purchase of instructional and office supplies made to the Director of Secondary Education or the Director of Elementary Education. All such requests shall detail the amount to be spent for "office supplies" and for "instructional supplies."

.2.7.2 Schools may be provided funds for the establishment of a petty cash fund to be designated as an office and instructional supplies petty cash fund. The amount of petty cash for this purpose shall not exceed \$400.

.2.7.3 The petty cash fund may be replenished upon the presentation of paid vouchers to the Business Office of Unified School District #500.

.2.7.4 The total amount of money expended by schools through requests to the Director of Secondary Education or Elementary Education through the petty cash procedure shall not exceed the authorized maximum without specific approval of the Assistant Superintendent for Instruction. Final allocation shall be based upon the official September 20 enrollment figure.

.2.7.5 The allotment per pupil is as follows:

High schools - \$9.50 per pupil
Middle schools - \$8.75 per pupil
Elementary schools - \$5.95 per pupil

.2.7.6 Instructional supplies funds shall not be used for the purchase of equipment or textbooks.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

c. Supplementary Materials

- (1) Secondary schools may collect from students enrolled in special courses money to cover the actual costs of materials consumed in the construction or making of projects which become the property of the student.
- (2) Each principal shall establish written procedures for the management of money collected from students for take-home projects. A copy of the procedures including a listing of the special courses in which materials fees will be collected shall be filed with the Assistant Superintendent for Instruction prior to the opening of the school year.
 - (a) In general, such procedures should require collection of supplementary materials fees for any item special ordered for a particular project or projects which might warrant it because of total cost.
 - (b) Procedures should also contain a provision that any items completed as take-home projects and not paid for become the property of the school.
- (3) Proper accounting records for supplementary materials fees collected shall be maintained by the school treasurer and all such money collected deposited with the treasurer of the Board of Education on a quarterly schedule. Money deposited with the treasurer of U.S.D. #500 shall be identified as follows:

Budget #601400	Auto Mechanics
Budget #601500	Industrial Arts
Budget #601600	Arts and Crafts
Budget #601700	Home Economics
Budget #601800	Photography
Budget #601900	Business Education

6.6.1.0.0-A Equipment, Books and Materials

A

.3.0-A Supplementary Materials

.3.1 Purchase of Supplementary Material for Classroom Use

All Middle School and High School supervisors have funds from which to make purchases or recommend the purchase of materials for teachers in their departments.

.3.2 Sets of Supplementary Materials for Individual Classrooms

Each supervisor has a specific amount to spend for materials (based on availability, demand and use made of supplementary and enrichment materials in the specific subject field) from the special Library Materials accounts #222400 and #222500. Percentages for each school of the total budget for supplementary materials shall be determined by the number of students enrolled. Therefore, percentages may vary from year to year as enrollments increase or decrease.

Budget #222500:

<u>School</u>	<u>Percentage</u>
F.L. Schlagle	20%
J.C. Harmon	19%
Sumner Academy	16%
Washington	22%
Wyandotte	23%

Budget #222400:

<u>School</u>	<u>Percentage</u>
Argentine Middle	12%
Arrowhead Middle	12%
Central Middle	17%
Coronado Middle	11%
Eisenhower Middle	15%
Northwest Middle	8%
Rosedale Middle	11%
West Middle	14%

.3.3 Materials Inventoried by Librarian

Materials purchased from this budget item should be assigned to an individual classroom but must be checked in by the librarian. The supervisor should place the name of the teacher for whom the material has been purchased on the purchase order and also send a copy listing the materials purchased for each school to the librarian. The supervisor writes the purchase order request, but the Director of Secondary Education must approve the order.

Aug. 1993

HME-19
2 per school

KANSAS CITY, KANSAS PUBLIC SCHOOLS
August, 1993

School Owned Musical Instruments

1. Inventory taken:
 - a. During opening and closing of school term and other prescribed times
 - b. Before a teacher leaves the school, if during the term
 - c. When a new teacher is assigned to the school
2. The inventory shall be made by the teacher and the supervisor. The report shall be made to the principal and copies will be filed by the teacher, the supervisor and the principal.
3. No school owned instrument may be used by anyone other than a regularly enrolled student in the school which has custody of the instrument.
4. No instrument may be used by any student without the permission of the principal and without the parent or guardian signing a bond for the instrument.
5. Rental fees covering maintenance and replacement are to be set and collected. All fees are to be sent to the treasurer of the Board of Education and labeled "Instrument Rental."
6. Requests for acquisition of instruments may be considered justified if they are in accord with the generally accepted standards of instrumentation. Requested equipment shall not include instruments usually owned by individuals.
7. School owned instruments are to be used only in the schools having custody of the instruments unless specific arrangements are made with the principals of the schools involved and the Director of Music Education.

J. E. ALBERTSON
Director of Music Education

A/el

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

d. Musical Instruments

- (1) Music teachers shall stock and sell to students only reeds and strings. These items will be purchased retail with sales taxes paid and provided to students at full cost. Appropriate invoices shall be filed with the treasurer of the school.
- (2) Guidelines governing rental of instruments to students:
- (a) The form of rental agreements will be established at the district level to clarify the student's responsibility and obligation in such rental and shall be consistent throughout the school district.
- (b) The district will own and rent to students a limited number of instruments for the band and orchestra.

piccolo	baritone saxophone
soprano clarinet	flugelhorn
alto clarinet	French horn
bass clarinet	bass trombone
contra-alto clarinet	valve trombone
contra-bass clarinet	baritone
oboe	tuba
bassoon	violin
English horn	viola
tenor saxophone	cello
	stringed bass

In addition, a limited number of trumpets, tenor trombones, flutes, B^b clarinets, and alto saxophones are owned by the district and will be made available for rental so long as they are useable. Students desiring to play such instruments will be encouraged to purchase or rent them elsewhere. No further purchases of these instruments will be made by the district.

- (c) Rent for school-owned instruments will uniformly be \$20.00 per year. Refunds may be made in quarterly increments of \$5.00.
- (d) Schools shall deposit rental funds with the treasurer of the Board twice yearly with no balance at the close of the school year.

Elementary and Secondary

F. Instructional Services

1. Equipment, Books and Materials

d. Musical Instruments (continued)

- (3) All instrument purchases by the district or by individual schools at an individual instrument or "package" price between \$1,000 and \$5,000 shall be based on the lowest of three written quotations. All purchases in excess of \$5,000 shall be made through the district sealed bid process.
- (4) The district repair shop shall make repair on instruments owned by the Board of Education. No repair will be made on non-district-owned instruments.
- (5) Any instrument repair not performed in the district operated repair shop will be determined by the cost, quality and time required in outside commercial repair establishments.