

KANSAS ANNUAL NOTICES

- **February 1** → Notice must be given to negotiate on new items or to amend contract. K.S.A. 72-5423.
- **May 1** → The Board must give written notice of intent to terminate or non-renew a teacher's or administrator's contract. K.S.A. 72-5411, K.S.A. 72-5437, K.S.A. 72-5452.
- **May 15** → Teachers and administrators have until this day to give written notice that they do not wish to continue their contracts. K.S.A. 72-5411, K.S.A. 72-5452.
- **May 15** → The Board will notify parents of the provisions of the immunization act and any board policies. K.S.A. 72-5209.
- **June 1** → Statutory declaration of impasse date. K.S.A. 72-5413.
- **June 30** → Last day of the fiscal year. K.S.A. 72-8204.
- **July Board Meeting** → Elect the President and Vice-President, set the regular meeting times and dates, and meeting place. K.S.A. 72-8202a, K.S.A. 72-8205.
- **July 15** → Parent or guardian of a student that lives 10 miles or more from the school can apply to have transportation to and from school to the sending school district. K.S.A. 72-1046b.
- **August 1** → Give the state board social security numbers and other information that they require of each person that has completed a vocational education program operated by the vocational education institute or proprietary school during the preceding fiscal year. K.S.A. 72-4452.
- **August 25** → Certify to the state board a copy of the district's budget. K.S.A. 72-6419.
- **August 31** → If a child reaches the age of six (or 5 for kindergarten) on or before this date, the child is eligible to attend school. K.S.A. 72-1107.
- **September 1** → The board shall designate a person by this date that will report to the secretary of social and rehabilitation services and that person will be in contact with the secretary when any child that is supposed to attend school under law is not in attendance. K.S.A. 72-1113.
- **September 1** → Report by any association with a majority of high schools as members. The report is for the preceding calendar year and contains a complete and detailed financial statement. K.S.A. 72-130.
- **September 15** → If a local board adopts a policy that the school term will be in hours instead of days, it has until this day to notify the state board. K.S.A. 72-1106.
- **September 20** → Determine the total number of full-time equivalent pupils in the school district. K.S.A. 72-978.
- **October 10** → Superintendent or clerk shall send a report to the state board showing the total enrollment by grade, post secondary education enrollment, vocational education enrollment, special education enrollment, bilingual education enrollment, and at-risk pupil enrollment. K.S.A. 72-6419.

ADDITIONAL KANSAS NOTICES

- **Notice of School Board Meetings**
 - Annual notice of regular meetings of a school board established pursuant to K.S.A. 1982 Supp. 72-8205, satisfies the requirements of the Kansas Open Meetings Act. However, notice of special meetings must be provided separately prior to each special meeting of the school board. Individual notice is required, and publication in a newspaper does not comply with Kansas law, although notice may be given in writing or orally via the telephone.
- **Bond Election Notices**
 - The board shall give notice of a bond election in the manner prescribed in K.S.A. 10-120, and the election shall be held in accordance with the provisions of the general bond law. The notice of a bond election called pursuant to K.S.A. 72-6761 must be published in a newspaper of general circulation in the school district once each week for two consecutive weeks, with the first publication occurring not less than 21 days prior to the election.
- **Published Resolution of a Lease-Purchase Agreement**
 - The board of education of a unified school district is required under K.S.A. 10-1116c to publish a resolution stating its intention to enter a lease-purchase agreement when the agreement involves the acquisition of land or buildings, is for a term exceeding the current fiscal year of the district, and provides for yearly payments that in total exceed \$100,000. The resolution shall be published once each week for two consecutive weeks in a newspaper of general circulation within the municipality.
- **Notice of School District Elections**
 - Notices of board member elections and question submitted elections of a school district shall be made as provided in K.S.A. 25-2018. On or before January 15, the county election officer shall publish a notice of election one time in a newspaper having general circulation in the school district.
- **School Board Vacancy Notices**
 - When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the school district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than fifteen (15) days after such publication. K.S.A. 25-2022.
- **Publication of a Tax Levy**
 - According to K.S.A. 72-8801, the board of education of any school district may make an annual tax levy at a mill rate not to exceed the statutorily prescribed mill rate for a period of not to exceed five years upon the taxable tangible property in the school district. No levy shall be made until a resolution is adopted by the board and published once a week for two consecutive weeks in a newspaper having general circulation in the school district.
- **School Building Bonds**
 - According to K.S.A. 75-2317, notice of the intention to make an application for a school building bond shall be given to the electors by a publication in a newspaper of general circulation in the school district, in a form to be prescribed by the state board of education.

- **Local Option Budget**
 - According to K.S.A. 72-6433, the board of any district may adopt, by a majority vote of the members, a local option budget in each school year. In lieu of utilizing this option for adoption of a local option budget, the board of a district may pass a resolution authorizing adoption of such a budget and publish such resolution once in a newspaper having general circulation in the district.
- **Closing School Buildings**
 - According to K.S.A. 72-8213, the board, by adoption of a resolution, may close any school building at any time it determines the building should be closed to improve the school system of the unified school district. Prior to adopting such a resolution, the board shall call and hold a hearing on the proposal. The notice of such hearing 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.
- **Transfer of School District Territory**
 - According to K.S.A. 72-7108, transfers of territory from one district to another shall be made only after notice of the public hearing on such a petition has been published by the state board of education for two consecutive weeks in a newspaper of general circulation in the district from which territory is to be transferred, the last publication to be not more than 10 nor less than three days prior to the date of the hearing.
- **Notice of Exclusion for Failure to Immunize Students**
 - According to K.S.A. 72-5211a, the school board may exclude from school attendance, or by policy adopted by the board may authorize any certificated employee or committee of such employees to exclude from school attendance, any pupil who has not complied with the immunization requirements of K.S.A. 72-5209. The board's exclusion policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil.
- **Suspension and Expulsion**
 - According to K.S.A. 72-8902, no suspension or expulsion of a pupil will be imposed upon a pupil without giving the pupil and the pupil's parent notice, within 24 hours, of the charges and affording the pupil the opportunity for a hearing, although a short-term suspension may be imposed prior to affording a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school.
- **Educational Placement for Children with Disabilities**
 - According to K.A.R. 91-40-21, each educational agency shall ensure that a continuum of alternative educational placements is available to meet the needs of children with disabilities. Before determining placement, each agency shall notify parents of any meeting to discuss the educational placement of their child. The notice shall comply with subsections (a) and (b) of K.A.R. 91-40-17. This placement shall be determined at least annually.
- **IEP Team Meetings**
 - According to K.A.R. 91-40-17, each agency shall take steps to ensure that one or both parents of an exceptional child are present at each IEP meeting or are afforded the opportunity to participate. Except as otherwise provided in K.A.R. 91-40-37, this means providing written notice in conformance with subsection (b) of this regulation, to the parents of any meeting at least 10 days in advance.