

**EHS & EMS  
ATHLETE & PARENT  
HANDBOOK**

**2021 - 2022**

**ARK VALLEY CHISHOLM TRAIL LEAGUE SCHOOLS**

**Division I**

Campus	Derby	Hutchison	Maize
Newton	Maize South	Salina South	

**Division II**

Andover	Andover Central	Arkansas City	Eisenhower
Goddard	Salina Central	Valley Center	

**Division III**

Augusta	Buhler	Circle	El Dorado
Rose Hill	McPherson	Winfield	

**Division IV**

Andale	Clearwater	Mulvane
Rose Hill	Wellington	Wichita Collegiate

**SPORTS BY SEASONS**

**FALL**

Cross Country - Boys/Girls  
 Football  
 Tennis - Girls  
 Volleyball  
 Boys Soccer

**WINTER**

Basketball - Boys/Girls  
 Bowling - Boys/Girls  
 Swimming - Boys  
 Wrestling – Boys / Girls

**SPRING**

Baseball  
 Golf-Boys  
 Softball  
 Swimming-Girls  
 Tennis- Boys  
 Track - Boys/Girls  
 Girls Soccer

**PATRIOT LEAGUE MIDDLE SCHOOLS**

**East Division**

Augusta	Ark City	Circle
El Dorado	Haysville	Winfield

**West Division**

Clearwater	Haysville West	Mulvane
Prairie Hills	Rose Hill	Wellington

**SPORTS BY SEASONS**

**FALL**

Cross Country – Boys/Girls  
 Football  
 Tennis – Girls  
 Volleyball

**WINTER**

Basketball Boys/Girls  
 Wrestling

**Spring**

Soccer - Coed  
 Tennis - Boys  
 Track - Boys/Girls

## TEN WAYS TO BE A SUPPORTIVE PARENT

1. Make sure they know that their worth is NOT dependent upon winning or excelling in an athletic contest. They are first and always your child and then an athlete.
2. Try to be completely honest with yourself about their athletic capability, competitive attitude, skill level, and priorities for preparation. Do not make excuses for their lack of playing time or win/loss success. Encourage them to work hard and do their best.
3. Don't criticize their coach's ability to coach. Coaches are the team's authority figures and are making the effort to lead the team toward the attainment of the team's goals. The EHS coaching staff works with the squad every day, they know what each player can and cannot do.
4. Don't relive your athletic life through them in a way that creates pressure. Avoid comparing them with former family members or teammates.
5. Be present for their athletic events. Your personal appearance tells them you care. It also provides you an opportunity to share their joys and frustrations inherent in competition.
6. Reinforce their positive accomplishments. Point out their contributions to the team. Ask them what improvements they can make to increase their contribution. Be an interested observer, allowing them to draw their own conclusions. Remember, athletic contests are mistake-centers for learning with failure being an opportunity to begin again more intelligently.
7. Team unity is an important component to the process of goal accomplishment. Be a FAN of the TEAM. Do not let animosity or jealousy for a teammate, opponent, or official cause a loss of focus on the team's goals.
8. Remember that they tend to exaggerate, both when praised and when criticized. Temper your reaction to what you hear from them. Investigate before reacting.
9. Encourage their respect for the game, officials, opponents, and coaches. Instill the importance of sportsmanship. Make sure they know how long it takes to earn "Respect", and how quickly it can be lost.
10. Encourage them to play the game for the love of competition and the challenge for improvement. Winning, awards, and scholarships will take care of themselves. Good things happen to individuals who are unselfish, hardworking, and committed.

## **ATHLETIC PROGRAM GUIDELINES**

### **ATHLETIC PHILOSOPHY**

The philosophy of the El Dorado Athletic Program is to provide an atmosphere for students, which will contribute positively to their individual growth as people, students, and athletes. Areas of emphasis will include:

- **Goal Setting and Decision Making**
- **Preparation for Goal Attainment**
- **Individual Respect and Contributions to the Program**
- **Communication**
- **Accountability to Team Members**
- **Credibility Development**
- **Time Management**

### **ATHLETIC PHYSICAL EXAMINATION**

Before any student may compete in any interscholastic sport, cheerleading, or dance team they must have a physical examination signed by a physician stating that the student is physically fit to participate. This form must be on file in the athletic director's office. Furthermore, each student must meet the Kansas State High School Activities Association requirements listed on the next page.

### **ATHLETIC AND CO-CURRICULAR ELIGIBILITY REQUIREMENTS**

1. The KSHSAA requirements are:
    - a. An individual must be enrolled in at least five subjects of unit weight (excluding seminar).
    - b. An individual must have passed five subjects of unit weight the previous semester (excluding seminar).
    - c. An individual must not be nineteen years of age on or before September 1.
    - d. An individual must be in good standing with the school.
  2. Students who choose to participate/practice in activities at El Dorado High School must:
    - a. Agree to abide by the terms of USD 490's Drug and Alcohol Policy. This policy requires the student and a parent or legal guardian to sign the district's drug and alcohol contract, requiring participation in the district random drug testing program. A list of activities that qualify for the district random drug testing program are included in the district drug and alcohol contract.
    - b. Agree to follow the guidelines of USD 490's academic/activity policy. A student is considered ineligible if they have an F for two consecutive weeks in the same class. The student will be placed on a probationary list during the first week, and will have the opportunity to raise their grade prior to grades being checked for the next week.
    - c. Grade Checks will begin at the end of the week that includes Labor Day during the first semester. Grade checks for the second semester will begin at the end of the second week of the semester.
- Students will initially be placed on probation, which will allow them 1 week to raise their grades above the participation restriction standards.

- After a student has been initially placed on probation, they are subject to the participation restrictions anytime their grades reach the probationary status until the end of the semester.
- A student who is currently involved in an activity will be required to follow the participation restrictions, or forfeit their opportunity for squad membership.
- Students who are not currently involved in an activity can be excused from this after program by a parent/guardian. This process requires the parent/guardian to contact the EHS Athletic Director.
- Students who participate/practice in activities are expected to attend school all day. Should emergencies occur, participation in activities when absent from school must be approved by an administrator.

### **AWARD CRITERIA**

Student letter winners will receive their “E” letter from the Athletic Director when they have met all their team responsibilities. Bars and symbols are available from the Athletic Director.

Students who earn the honor of All-League or All-State are also given a special certificate.

### **BANQUETS**

Coaches are responsible for a ‘Recognition Night’ for their individual programs.

### **BOOSTER CLUB**

The EHS Athletic Booster Club is a helpful and important part of our athletic program. All fundraising activities will go through our Booster Club and money earned toward ‘Wish List’ items will be earmarked by sport, unless other arrangements are made with the AD. We will have one business meeting per month at 6:00 PM on the fourth Wednesday of each month at EHS.

### **COMMUNICATION PROTOCOL**

#### **COMMUNICATION YOU SHOULD EXPECT FROM THE COACH**

- Expectations the coach has for the players on the squad
- Location and times of all practices and contests
- Team requirements; i.e., fees, special equipment, off-season conditioning
- Player responsibilities and team guidelines
- Lettering requirements

#### **COMMUNICATION THE COACH SHOULD EXPECT FROM THE ATHLETE**

- Notification of any scheduling conflicts in advance
- Special concerns in regard to the coach’s expectations

#### **APPROPRIATE CONCERNS TO DISCUSS WITH THE COACH**

- Treatment of the student-athlete – physically / mentally
- Ways to help your child improve his/her ability to compete
- Concerns about your child’s behavior

**\*\*It is often difficult to accept that your son/daughter is not playing as much as you desire. Our coaches are professionals. They will make judgment decisions based on what they believe to be the best for all student-athletes involved, including your son/daughter.**

**ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACH**

(The Coaching Staff has been directed not to discuss the following issues.)

- Playing time
- Team strategy
- Play calling
- Other student-athletes

**\*\*There are situations that may require a conference between the coach and the parent, as it is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure will be used to help promote a resolution to the issue of concern.**

**PROCEDURE TO BE USED FOR SETTING A CONFERENCE**

- Call the coach to set up an appointment. (All coaches have voicemail and will return your call promptly.)
- If the coach cannot be reached within 24 hours, call the athletic director.
- Our coaches have been directed not to hold a conference **before or after a contest or practice.**

**Meetings of this nature do not promote resolution of a concern.**

**If a satisfactory resolution is not reached, make an appointment with the Activity/Athletic Director.**

**CONCEALED OBSERVATIONS**

USD 490 Board of Education policy prohibits individuals from recording students, employees, and/or board members through the use of concealed audio and/or visual recording devices at school, on or in district property, and at meetings held for educational or disciplinary purposes. Exceptions include the use of district video surveillance, recording of meetings subject to the Kansas Open Meetings Act, due process or student disciplinary hearings, student evaluation, or recordings of programs and events which are open to the public.

**CONCUSSION POLICY**

The KSCP (Kansas Sports Concussion Partnership) concussion protocol will be followed to ensure the health and safety of all students. This KSCP protocol is utilized for evaluation of potential concussion situations and, upon physician diagnosis of concussion, is utilized by the district to ensure student safety for return to academic and extracurricular activities. This protocol is available in the Nurse's Office, the Athletic Trainer's office, or the Athletic/Activity Director's Office. Each athlete must have a Concussion and Head Injury Information Baseline on file with the trainer before beginning practice. State law requires written clearance from a healthcare provider before the student is allowed to return to participation following a suspected concussion. The law defines a healthcare provider as someone licensed by the state board of healing arts to practice medicine and surgery. By interpretation of the Kansas Board of Healing Arts, this means a medical doctor

(MD) or doctor of osteopathic medicine (DO) must provide the written clearance for the student to return to participation

### **CONDITIONING**

Out of Season Strength and Conditioning will begin as scheduled. All pre-season programs administered in addition to the Out of Season Strength and Conditioning Program must be in compliance with KSHSAA rules and not interfere with in-season practices. All pre-season programs administered by individual programs need to be approved by the Athletic Director.

### **CONFLICT OF INTEREST**

At times during the course of the school year, some students may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student will be expected to notify the involved coaches/sponsors, **as soon as possible in advance of the scheduled date**, of their participation wishes. Guidelines to be used in this decision-making process are:

- If the conflict occurs between two events or activities and one of these activities is a state sponsored competition, the state sponsored competition will take precedence.
- If neither/both events or activities are a state sponsored event, the coach/student/parent/sponsor will work together to determine which participation avenue is in the best interest of everyone involved.
- Should a consensus be unattainable; the administration can be included in the process.

Penalties such as lowered grades, loss of a letter, or decreased playing time (due solely to the missed event) will not be tolerated.

### **CUTTING SQUADS - HS**

The Activity/Athletic Director will, in concert with the coaches involved and with the approval of the building principal, establish the number of students that will be permitted to participate on an athletic team based upon number of contests, availability of resources (facilities/coaches/uniforms/transportation) and program goals. Coaches will communicate with athletes and their parents when/if this becomes necessary.

### **CUTTING SQUADS -MS**

El Dorado Middle School recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Participation in athletics assists in the development of character traits known to promote academic success. It shall be the policy of the School that no eligible student who wishes to participate in a sport shall be denied that opportunity. Students are not guaranteed playing time and the school will avoid “cutting” students from activities while there is still a potential for growth and engagement.

### **DISCIPLINARY ACTION**

All Disciplinary Action taken by the Athletic Director will be in accordance with the EHS and EMS Discipline Guidelines.

“Student NOT in Good Standing” – Any student who is assigned out of school suspension, or expulsion. A student “not in good standing” is ineligible for participation in any USD 490 activity for the duration of the discipline and until midnight on the last day of discipline.

Unsportsmanlike Conduct (Participants)– A conference with an administrator will take place following any penalty for unsportsmanlike conduct in a competition (as defined by rules of the individual activity).

Ejection from an Activity/Contest – **Any participant** ejected from an activity/contest by an official will automatically not be allowed to participate for the remainder of the day of ejection and the next scheduled competition at the same level. Additionally, a conference with an administrator will take place following the ejection, the NFHS Sportsmanship course will be taken, and additional disciplinary action may be taken, up to and including removal from all activities for the remainder of the school year.

Unsportsmanlike Conduct (Spectators)– A conference with an administrator will take place following any penalty for unsportsmanlike conduct in a competition (as defined by rules of the individual activity). Discipline will include these steps.

1. Reprimand (1st Offense) - They will take the NFHS Sportsmanship course at their expense
2. Probation (2nd Offense) - Miss next event in the same sport or next sport if previous season is over.
3. No Entry (3rd Offense) - Spectator will not be allowed entry for the rest of the year to any events.

Ejection from an Activity/Contest – **Any spectator** ejected from an activity/contest by an official will automatically not be allowed to participate for the remainder of the day of ejection and the next scheduled competition. Additionally, a conference with an administrator will take place following the ejection, the NFHS Sportsmanship course will be taken at their expense, and additional disciplinary action may be taken, up to and including removal from all activities for the remainder of the school year.

### **USD 490 DRUG AND ALCOHOL POLICY**

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD 490 endorses a substance abuse prevention policy which will aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective action when necessary, and provide support for students.

Students are not to possess, sell, distribute, be under the influence of or use any illegal and controlled substances and/or any substance used in a manner for which it is not intended, as well as tobacco products, nor are students to be in possession of drug related paraphernalia. This policy is in effect on all school district property, at any district-sponsored activities, and while traveling to and from any school sponsored activity on school transportation. Students who violate the policy will be subject to appropriate discipline as outlined in BOE, JCDA and JCDAB policies. Refusal by students and/or parent(s)/guardian(s) to comply with this policy may result in an administrative recommendation to the Board of Education for long-term suspension from school and filing a child in need of care report with Social & Rehabilitation Services (SRS).

In addition, certain standards of social behavior are expected from students who represent El Dorado USD 490 in extra-curricular activities and those governed by KSHSAA. Those students will be required to abide by this policy



and sign one participation contract to encompass all activities during the school year. This policy will be in effect regardless of where the violation takes place.

In enforcing the provisions of this policy, the administration will act on reasonable and responsible evidence. Where suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-6114, et.seq. To the extent that it is feasible, the school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student.

In an effort to assist students in successfully addressing chemical dependency problems, the El Dorado School district will establish and maintain a student assistance program. This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928 (Cf. LDD).

### **DRIVING WAIVERS**

For all activities that a student would drive themselves and/or other students to, driving waivers must be signed by the student and the parent (i.e., Tennis Practice, Baseball Practice etc).

### **DUAL COMPETITION POLICY**

A complete copy of the Dual Competition Policy is available from the Athletic Director. When an athlete wishes to participate in two sports that the season of both sports run concurrently, the dual sports document must be signed by the parent, athlete, head coaches of both sports, and the Athletic Director.

### **EQUIPMENT CARE**

Each athlete has the responsibility for taking care of all school athletic equipment issued for their use during the season. School athletic equipment (including but not limited to uniforms, warm-ups, jackets, travel bags, etc.) shall not be used at any time other than at authorized practices, games or matches, unless approved by the head coach and Athletic Director. **Student-athletes will be billed for the equipment of their responsibility not returned in a timely manner.**

## **COACHES MAY NOT LOAN SCHOOL EQUIPMENT WITHOUT APPROVAL OF THE ATHLETIC DIRECTOR.**

### **FIRST AID**

All accidents at school, on school property, or at a school-sponsored event shall be reported to the principal immediately. Required documentation to be placed on file with the district is the responsibility of the principal.

First aid and CPR may be administered only by those school employees qualified by training approved by the district (completion of an approved Red Cross First Aid program or certification as a school nurse or nurse's aide) and then only in the case of emergency. If the accident requires medical treatment, an employee shall send for medical help and keep the injured person comfortable.

At no time are employees to perform medical treatment such as pulling splinters, pulling teeth, administering medication, or providing other medical services without proper credentialing. Non-credentialed employees may only provide comfort treatment as described above to include applying bandages and providing ice packs. Parents may not authorize non-credentialed employees to perform these functions but are always to be kept

informed of the medical needs and complaints of their child(ren). This information is to be recorded in a manner prescribed by the school nursing staff and principal at each building.

Routine non-emergency medical needs necessary for student health and safety that must be completed during the school day shall be administered according to a student health care plan developed by the school nurse with parent input. The district will not assume liability for employees acting outside the scope of their authority.

### **INJURY GUIDELINES/INSURANCE**

The doctor must make all decisions as to whether the injured athlete may continue to participate or not. The doctor must also decide when an injured athlete may return to practice and to participate thereafter.

Injury records should be maintained for all athletic injuries requiring medical attention.

Athletes must keep their coaches informed when they receive medical attention for an injury which occurred at practice or in competition.

The Athletic Director will give injured athletes a fact sheet on athletic insurance.

### **PARTICIPATION AFTER INJURY/ILLNESS/ABSENCE**

- Students must be in school the whole day in order to participate in a contest or practice. **Only the Athletic Director/Administration will approve exceptions** after review of written notes from parent and/or physician.
- A student, who has been injured and has had medical treatment, may not participate until written permission from the doctor is presented.

### **MEALS/HOTELS**

Meal money (\$7.00 per meal) will be provided by the Athletic Department for the following activities:

- All-Day activities
- Any activity trip in excess of 100 miles (one way)
- Overnight activity trips
- State Tournament activities

Hotels will be provided by the Athletic Department for the following activities:

- Any activity that is over 150 miles (one way) and the start time is before 9 am
- State Tournament Activities

### **PARENT MEETING**

A pre-season parent/athlete meeting will be held before each season of sport. Parents and student-athletes will be required to sign an assumption of risk form (yearly) before the athlete can begin practicing. After a short meeting with the Athletic Director, head coaches will conduct a parent/athlete meeting which will cover **program rules and procedures, practice and game schedules, lettering requirements, expectations of participating student-athletes, etc.**

## **PICTURES**

Team pictures will be taken in team uniforms. Players and coaches should be neatly groomed and pose in an appropriate manner. Hats will **NOT** be allowed in team pictures, unless the hat is part of the school issued uniform.

High School

FALL SPORTS (excluding Football)

FOOTBALL, CHEER, DANCE

WINTER SPORTS

SPRING SPORTS

Middle School will be scheduled at the beginning of the season

## **PRACTICE SCHEDULES**

Wednesday practices must be concluded by 6:30 pm as per BOE policy. Sunday practices are not allowed, unless approved by the Athletic Director and then only on a voluntary basis.

## **RECRUITING POLICIES**

Coaches should make every reasonable effort to expose our athletes to the appropriate college coaches. Communication should take place with both the student-athlete and their parent(s)/guardian(s). This communication should include college interest and NCAA regulations (counselor). While it is **NOT** our responsibility to get every student-athlete a college scholarship, it is our responsibility to provide our student-athletes appropriate exposure.

## **TOWELS**

Towels are supplied for physical education classes, coaches, and event use. Student-athletes are to provide their own towels for showering after practice.

**REMEMBER: We must take our own towels to out of town contests.**

## **TRANSPORTATION PROCEDURES**

Students riding on the bus **TO** an athletic event are expected to **RETURN** from the event on the bus. Only those student-athletes who have made prior arrangements with the Athletic Director should be allowed to leave with a parent/legal guardian. Emergency situations will be handled on site by the coach in charge.

## **TRIP CODE OF CONDUCT**

Our conduct should reflect pride in our school, community, team, and ourselves. The following guidelines will serve students in the area of proper conduct on school athletic trips. It is not meant to cover every situation, but rather as a basic guide for behavior.

- The driver should be treated as a respected member of our program.
- Seating arrangements will be left to the discretion of the coach in charge and all passengers should remain seated while the bus is in motion.
- There will be no changing of seats while the bus is in motion, except by direction of the coach or driver.

- No obscenities – this will include both vocal and visual.
- Excessive noise is unnecessary; normal conversation and school yells are permissible.
- Bus doors are not to be opened except in the case of emergency, or to load/unload equipment.
- Aisles, doors and emergency exits need to remain unobstructed.
- The bus should be checked for damage both before and after travel.
- Student-athletes may eat and drink on athletic event trips, however, GLASS CONTAINERS & SUNFLOWER SEEDS ARE NOT ALLOWED.

Each group will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles.

### **UNIFORMS**

All clothing worn as part of a school uniform or school warm-up, not included on an athletic program inventory, will be paid for by the student-athlete. The student-athlete will be able to keep the uniform item. (Currently, this would include, girls' and boys' tennis/golf shirts, girls' and boys' swimsuits, and hats for softball/baseball.) Students unable to secure required items should contact the Coach, Activity/Athletic Director, School Counselor, or Principal.

### **FACILITIES**

All student-athletes who are using USD 490 facilities must be supervised. If a coach cannot be present, athletes should not use the facilities.

### **NCAA ELIGIBILITY**

You may call or write the NCAA or access the NCAA Website if you have specific questions.

NCAA Membership Services

P.O. Box 6222

Indianapolis, IN 46206-6222

PH: 317-917-6222

FAX: 317-917-6622

HOTLINE: 800-638-3731

[www.ncaa.org](http://www.ncaa.org)

## **ATHLETE RECRUITMENT**

### **GETTING RECOGNIZED & RECRUITED**

1. Return all questionnaires sent by colleges.
2. Do not reject any interested school too early.
3. Improve your grades. Regardless of how good they are, you can help yourself by improving them.
4. Contact the schools in which you are interested. Colleges are more likely to recruit individuals who show interest in them.
5. It is never too early to visit a school.
6. Get some playing exposure in the off-season. There are plenty of out-of-season teams, clinics, and camps that can give you an opportunity to polish your skills and display them to many college representatives.
8. Let your high school coach know what schools you are interested in. They can often provide valuable advice and help you get noticed.
9. Take your ACT/SAT at least twice.
10. Be honest with the college coaches. Let them know what you think and learn as much as you can about their programs.

### **OFFICIAL & UNOFFICIAL VISITS to INDIVIDUAL CAMPUSES**

Unofficial visits are restricted in services and financial support, but can take place at any time. Official visits contain provisions for additional services and financial support during the visit, but can only occur following the start of the senior year of high school. Maximize your visit by taking the time prior to the visit to formulate a plan.

## **COMPLAINT PROCEDURE**

### **Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990**

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Individuals should attempt to resolve problems informally before utilizing this complaint procedure. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, treatment of or employment in the district's programs and activities is prohibited. The Superintendent of Schools, 124 West Central, El Dorado, Kansas, 67042-2138, (316) 322-4800 has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Formal complaints about discrimination will be resolved through the following complaint procedure:

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested people, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolutions shall be forwarded to and maintained in a confidential manner by the compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or the board itself as determined by the board. The request to appeal the resolution shall be made within 20 day after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 work-days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.