



MARAIS DES CYGNES VALLEY STAFF HANDBOOK

The purpose of the staff handbook is to inform staff of key policies & procedures, which support successful day-to-day learning at Marais des Cygnes Valley Schools.

Faculty Info, Policies and Expectations

ADMINISTRATIVE COUNCIL

In order to establish regular and consistent communication throughout the building, an administrative council will meet regularly to discuss the operations, occurrences, climate, and other matters of the building. Members will consist of one high school core teacher, one junior high core teacher, one special education teacher, one elective teacher, one support staff member and one classified staff member. These team members will be determined by the groups they represent each year.

ASSESSMENT

Assessment is a planned and integral part of instruction which guides and documents student growth. It is an ongoing process involving students, teachers, and parents in observation, interaction, and analysis. It consists of both formal and informal measures of individual and group progress. It is expected that informal or formal assessment will occur regularly within the classroom in order to keep track of the students' regular progress throughout the year. At least twice a year, students will be assessed on their Language Arts, Math, and Science abilities through a normed formal assessment. Additionally, state assessments will occur once a year in order to fulfill the appropriate requirements from the state. Assessment information is highly important and needs to be utilized when making educational decisions, to form and enhance daily lesson planning and determining specified student interventions.

BOOKS

Each teacher should mark books with numbers and after assigning books to students, make a record of the numbers assigned in a personal book inventory system. Teachers need to keep a close record of their books assigned and report any missing or damaged books to the office.

BUILDING SECURITY

The gym/commons doors will be opened at 7:15am to accept students arriving at the building for the school day. Students will not be permitted into the main building and must wait in the gym/commons until 7:45am. If a student needs to work with a staff member before 7:45am, the staff member will need to let the student in personally. Building security is everyone's responsibility. As a member of the staff, please do your part to ensure that all inside doors are locked at all times when teachers are not in the room. Teachers are to turn off lights and lock the classroom door to their room before they leave each day. If there is doubt about being the last one in the room, secure it anyway. All articles of value are to be locked in a secure area. When leaving the building, check to make sure outside doors are closed and locked.

BUILDING SUPERVISION

The area outside the classroom door is an excellent place to greet students. Your presence will deter most inappropriate behavior and will ensure a more orderly passing period.

Teachers and other staff are responsible for everything that happens within their classrooms and sponsored activities. Teachers are not to leave students unattended.

The following is expected of all teachers:

1. To be supervising any time they are on school grounds or at a school sponsored activity.

2. To correct all inappropriate behavior on the spot.
3. To handle inappropriate behavior appropriately.
4. To understand that supervision is a team approach. We must all work together to maintain a positive school climate.
5. To supervise hallways and restrooms during passing periods.
6. To be aware of likely trouble spots and to prevent trouble from happening.
7. To appropriately intervene in any physical confrontations and report such behavior to an administrator immediately.
8. If assigned before/after school supervision, punctuality and attendance are of the utmost importance. For schedule, please see "Building Supervision Schedule"
9. If assigned lunch supervision, be sure to remind students through a variety of ways, including the handling of discipline, that they are to continue adhering to the rules and regulations of the building.

EMERGENCY CONTACT

A phone calling and messaging service is utilized each year. All staff are expected to participate in this program since it allows for quick communication if an emergency should occur or school is closed. Please make sure your contact information stays up-to-date with the office to ensure accurate communication. USD 456 has contracted with School Messenger and Apptegy to provide this service.

CHILD ABUSE REPORTING

State law requires all school personnel to report suspected child abuse or neglect. If a staff member seeks advice from the principal or social worker, questioning possible child abuse, the principal or social worker will direct the staff member to immediately report the issue to the proper authorities. If it's important enough to ask about, it's important enough to report. Information concerning suspected child abuse should be brought to the attention of the principal, counselor, and social worker, but are still required to report the issue to appropriate authorities. School personnel making a good faith report of suspected child abuse or neglect are immune from any liability, civil or criminal, as a result of such a report.

CURRICULUM

In order to sufficiently and appropriately educate our students, it is expected of staff to adhere to and follow the prescribed curriculum for their subject matter by the state. Since we are evaluated as a building by the state on the performance of our students concerning their understanding of the state prescribed curriculum, it is imperative that our focus consistently be on the mastery of those assigned standards and indicators. Therefore, all lessons should relate directly back to those prescribed curriculum benchmarks and student activity should always reflect that initiative.

E-MAIL

Teachers are encouraged to use building e-mail and should check for messages daily. Important information may be shared during the course of the day and it is the responsibility of the staff to check messages at appropriate times to receive all information in a timely manner.

GRADES

Teachers are to use PowerSchool for recording student grades. All grade book applications have password protection features and should be secured at all times. Grades are to be finalized by 8am every Monday so that parents can stay updated on the week's assignments and accurate information can be gathered for eligibility reports.

PARENT COMMUNICATION

Teachers are strongly encouraged to communicate regularly with parents. Don't wait for problems to arise. We establish much better relationships when we communicate positive things. It is essential that all of our communication with parents be as positive as possible. Even when we have potentially negative behaviors or performance to report, we should attempt to frame the situation as an opportunity to improve. To aid in this effort, all teachers are expected to provide bi-monthly updates to parents on the status of the class by the 1st and 15th of each month. This should include classroom lesson topic information and due dates for recent past, current, and upcoming assignments.

POSITIVE BEHAVIOR SUPPORTS

As a building, we believe not solely in the correcting of inappropriate behavior, but in the education of quality character. As educators, we need to consistently model what quality character is, and how one conducts themselves appropriately within society. Therefore, when handling situations of inappropriate behavior we as educators can relate back to the positive behaviors that we have strived to teach and utilize those moments of uninformed decisions in a manner that will change behavior for the future. It is expected that all staff will utilize this framework in the manner described.

PROFESSIONAL ATTIRE

We have high expectations of all our students and staff to dress appropriately to create a positive atmosphere, both in and out of class. We believe if you dress "professionally" students will follow your lead and conduct themselves professionally.

PROFESSIONAL DAY

Teachers are to be in the building ready for work and performing all duties assigned, including student supervision, between the hours of 7:45am and 3:45pm.

BACK-TO-SCHOOL NIGHT/CONFERENCES

At the start of each school year, we will have a "Back-to-School Night" for parents to meet all of their student's teachers, receive necessary information, and re-engage with the school. The designated work day hours on this date can be altered to include the time spent at this event. Additionally, Parent Teacher Conferences will be held according to the dates and times posted on the District Calendar. It is expected that all staff will attend these dates in order to establish and maintain positive relationships with students and parents.

PHYSICAL FORCE

Professional employees shall not resort to physical force except (a) to protect another person from personal bodily attack or imminent threat thereof, (b) to protect himself/herself from personal bodily attack, (c) to protect the child from doing harm to himself/herself or to others. The use of physical force

to separate students involved in a fight is not to be construed as corporal punishment. No matter the situation, if physical force is used, Emergency Safety Intervention steps must be followed.

STAFF ABSENCES

Finding appropriate substitutes can be a difficult task, therefore it is asked of teachers to aid in this effort by communicating any absence as early as possible. Teachers planning an absence in advance are to fill out the leave form on file with the office as soon as it is determined by the teacher an absence will occur. The form will go to the principal for notification/approval, where a substitute will then be arranged. In situations where an absence is not planned in advance, please contact the building principal directly via phone/text so that a substitute can be contacted and scheduled as soon as possible. Upon return, staff must fill out a leave form as soon as possible. In preparation of an absence, please prepare well-planned activities for the substitute. Seating charts and class rosters should be updated. The lesson plan and seating chart are to be kept on the teacher's desk in the classroom. Each teacher should also develop an emergency lesson plan for each class. This emergency lesson plan should be updated throughout the year to ensure its appropriateness and stored in a place that is easy to locate.

SPECIAL EDUCATION SERVICES

You will receive a list of students that are on an IEP and an information sheet about each student you have at the beginning of the year. Please communicate with their SPED teacher in order to ensure that all needs are being met in the classroom. Each student has at least one IEP meeting scheduled per year. Parents and all of the student's teachers are invited to attend. Communication will be made with the classroom teachers prior to the meeting to provide information on the student's current levels of performance.

STAFF LOUNGE

The staff lounge is provided as an area that can be utilized by staff members other than their classroom. While it can be utilized in a myriad of ways, please do not spend time in the lounge while personally assigned classes are in session. Be sure to leave the staff lounge in good condition. Teachers using the staff lounge should not leave dirty dishes, containers, etc. in the lounge. Staff members should not use or take another staff member's food items or containers kept in the lounge, refrigerator, and/or freezer.

STUDENT IMPROVEMENT TEAM

It is the responsibility of the classroom teacher to keep consistent evaluation of their students' progress throughout the year within the subject matter. If situations do arise where additional assistance is needed to meet the academic or behavioral needs of a student then the academic or behavioral intervention standards are to be utilized as noted in the student handbook.

Student Info, Policies, and Expectations

CAREER AND ACADEMIC PLANNING

The purpose of the Career and Academic Planning class period is to serve as an extension of, or enrichment for, the educational programs of the building. Teachers and students must view this time as an opportunity to further enhance classroom instruction and learning, and support the school improvement goals of the building. CAP provides the opportunity for students to receive career and academic assistance from teachers/counselors/guest speakers, finish work in their classes, access the library, complete makeup work, take tests or quizzes, work on projects, participate in club or sport meetings, receive character education training, and/or social/emotional lessons. Specific schedule for the CAP class period will be determined and communicated as needed. It is the student's responsibility to make sure he/she uses this given time wisely. It is the teacher's responsibility to make sure that all CAP expectations are consistently followed throughout the school. They are as follows:

- Expectations of Students:
 - Students effectively utilize CAP as an opportunity to further enhance classroom instruction and learning, and support school improvement goals. Students are to be engaged in their activities, working responsibly, and meeting behavior expectations similar to a regular classroom period.
- Appropriate Activities:
 - Working on homework appropriately
 - Peer tutoring or collaborative work to complete a group assignment
 - Taking tests/making up quizzes/receiving extra help from teachers
 - Participating positively and actively in reteaching activities, career planning activities, and social/emotional activities
 - Reading books or educational magazines quietly
- Inappropriate Activities:
 - Unacademic socializing
 - Playing games (including computer games) that are not academically related
 - Sleeping
 - Behaving loudly or disruptively in any manner

ASSEMBLIES

Throughout the school year, we will have several special all school assemblies. All school assemblies are held for events that are deemed to be beneficial to all students. Each teacher is responsible for his/her classroom during assemblies. Please sit near your students to provide appropriate supervision.

ATTENDANCE

Teachers are required to report attendance via the computer hourly/daily. Please have attendance entered within the first ten minutes of each class.

DISCIPLINE REFERRAL

Behavior, like academics, is a teaching and learning process. Teachers must approach each behavioral encounter as an opportunity to teach the kind of attitude and behavior that will be in the best interest of the individual student and the teaching and learning process.

It is important that the teacher is viewed as the authority figure in the classroom. Teachers should try several alternatives to change inappropriate behavior before referring students to the office. Remember, the goal is to eliminate the misbehavior without eliminating the student. Once a student is referred to an administrator, it is understood that several alternatives have been attempted but were unsuccessful, or the infraction is of a severe nature.

The best means for a teacher to achieve appropriate behavior within the classroom is through quality instruction. Brain-based instruction, careful selection of subject matter, appropriate level of difficulty and diverse teaching methods are the keys. Students experiencing academic success in the classroom rarely demonstrate any inappropriate behavior. When referring a student to the office, an electronic incident report needs to be filled out immediately.

ELIGIBILITY REPORTS

In an effort to place an emphasis on classroom responsibilities while participating and representing the school in extracurricular activities, eligibility will be determined according to the student handbook. Staff will report failing grades via updating their PowerSchool gradebook by Monday at 8am each week. Coaches and sponsors are expected to maintain the guidelines from the student handbook on eligibility determination issues.

HOMEWORK

Homework should be purposeful and relevant. Good judgment in assigning homework should be exercised. Understanding that all homework is independent practice for a student, teachers should take the appropriate steps while the student is in the regular classroom to ensure the greatest return of the independent practice. Additionally, opportunities to learn are welcomed when homework is unsuccessful. Daily homework is to be posted on the district website by noon each day that class is scheduled.

PEER GRADING OF ASSIGNMENTS

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is utilized, students shall not be asked to publicly reveal either their own grade or the grade of another student.

LUNCH PERIOD

Lunch is a very important part of the day, but it can become a very difficult part of the day without the proper assistance. As a staff member it is highly encouraged, as a part of supporting the positive behaviors that need to be exhibited at lunch, that staff remind students from time to time of the expectations of the lunch period. Specifically, the positive behaviors listed in the behavior pillars and the various organizing procedures that are necessary. Additionally, staff involvement in overseeing lunch is welcomed and encouraged to enhance your relationships with your students.

MAKEUP WORK

After an absence, an opportunity to make up for missed work will be extended to the student when they return to class. The amount of work to be made up and a reasonable deadline for the work to be completed will be a personal matter between the student and the teacher. Teachers using attendance as a part of their grading policy will not penalize students whose absences are excused or due to school-related activities. The student may on his/her own initiative make up missed work, and in so doing, maintain continuity of learning by obtaining the knowledge necessary for further study.

PROGRESS REPORTS

Progress reports will be sent out intermittently each semester. All grades need to be updated by 4pm the day progress reports are due. In cases of failing or substandard grades, parents should be informed directly of their student's progress frequently. Teachers are encouraged to contact parents at any time during the school year and inform them of that progress or ask for assistance with problems.

STUDENT HANDBOOK

Issues not specifically addressed within this document, but pertain to student expectations or policy are addressed by the student handbook that is available online.

SYLLABUS

In an effort to have the particulars of every classroom, each teacher needs to possess a syllabus for each class taught.

TARDY POLICY

Students are expected to be in class with appropriate materials before the bell sounds. Habitual tardiness will not be tolerated and will be the subject of consequences. Tardies will accumulate on a semester basis and administration will begin interventions upon the student's 5th overall tardy. Even though administration will handle intervention measures, as a staff member supporting the tardy policy, it is expected that staff members will consistently assist in this endeavor through consistently informing the student of tardiness and the consequences that can come with it.

VISITORS TO BUILDING

All visitors must sign in and out at the administrative office where they will be issued a visitor's identification badge. A visitor ID must be worn at all times while in the building.

Building Reference Info

ACCIDENT REPORT

Any time that a student is injured during the school day, it is the responsibility of the supervising certified staff member to fill out a documentation form obtained through the office.

COPY MACHINE

The copier is for staff use only. Do not leave jams in the machine and remove colored paper if used. If you are unable to follow the LCD display instructions, see the office secretary or aide for help to fix the machine. Do NOT leave the unreported problems for the next person to figure out. Secretaries have first priority on machine usage. Please plan accordingly.

CRISIS MANUAL

The building Crisis Response Manual will be reviewed with staff at the start of the school year. It is the responsibility of all staff members to be familiar with the guidelines and procedures of that plan. Emergency alert and evacuation procedures have been established for our building and each teacher is urged to take time early in the year to orient his/her students to the purpose and routine of the drills. Be sure to inform students what to do if they are in places other than the typical classroom.

EXTRA DUTY OPPORTUNITIES/CONCESSIONS

Extra duty opportunities and concession sign-ups will be communicated via emailed sign up sheet at the beginning of the year. These opportunities are on a first come, first served basis. The potential for added opportunities may come during the course of the year and will be communicated when available.

FIELD TRIPS

Teachers/Classes are able to take field trips. Fill out a field trip form and give it to the principal for approval. Arrangements for making up all work missed must be made before the trip, and a list of students attending must be on file with the office.

MAINTENANCE REQUESTS

Any maintenance request must be requested via the building form and will be addressed as quickly as possible. If needed, please contact the administrator if there are any questions or concerns.

PURCHASING

Spending funds from building accounts requires prior administrative approval. The procedures for purchasing items through department building funds are listed in the following steps. Please follow all of the steps prior to turning the form in to an administrator:

1. Everything goes on a district purchase order requisition form.
2. All classroom requisitions must be approved by the building administrator.
3. Plan well in advance — rush orders will be held to a minimum.

Spending funds from activity accounts also requires prior administrative approval. The activity fund is not obligated to reimburse a student or teacher who charges without approval. All requisition requests must

be filled out in detail. Be sure to turn in requisition requests and obtain verbal permission before making purchases directly.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees

who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

RACIAL AND DISABILITY HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are

prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability- motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

COMPLAINTS

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. 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 resolution.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- 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 the 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 persons, 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 and the accused 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 resolution shall be forwarded to and maintained in a confidential manner by the district 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 by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days 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 and 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 days after the appeal is filed.
 - If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
 - Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.