

**TABLE OF CONTENTS**

**K--GENERAL PUBLIC RELATIONS**

**KA**..... Goals and Objectives (See IB)

**KB** ..... Public Information Programs (See CEE, CEF, CG and KBA)

Newsletters and other Media

**KBA** ..... District or School Web Sites (See DC, ECH, II, IIBG, JR et seq. and KB)

Website Rules

**KBC** ..... Media Relations

Broadcasting and Taping

News Releases

Conferences and Interviews

**KCA**.....Protection of Privacy Rights

**KCB**.....Custodial and Non-Custodial Parent Rights

**KDC** ..... Solicitations (See GAI)

**KFD** ..... School Volunteers (See EBAA and IFC)

**KG** ..... Use of School Facilities by Community Groups (See DFG and JH)

Fees and Rental Charges

Lease Arrangements

Supervision of Non-School Groups

Insurance and/or Bonds

**KGA** ..... Use of District Personal Property and Equipment

Personal Use

**KGB**.....Concealed Observations

**KGC**..... Bullying by Parents

**KGD** ..... Disruptive Acts at School or School Activities (See EBC and JCDBB)

Criminal Possession of a Firearm

**KGDA**.....Public Conduct on School Property

**KH** ..... Gifts to Schools (See GAJ and JL)

**KI** ..... Distributing Materials in Schools (See JHCA, JK and JR et seq.)

Materials Produced by Outside Groups – Including Religious Materials

Political Campaign Materials

Advertising in the Schools

Mailing Lists

**KK** ..... Sale of District Property (See DFM)

**KM** ..... Visitors to the School

**KN** ..... Complaints (See BCBI, GAACA, IF, IKD and JCE)

Complaints About Discrimination or Discriminatory Harassment

Informal Procedures

Formal Complaint Procedures

Complaints About Policy

Complaints About Curriculum

Complaints About Instructional Materials

Complaints About Facilities and Services

Complaints About Personnel

Complaints About Emergency Safety Intervention Use

**KA Goals and Objectives** (See IB)

**KA**

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

Approved:

KASB Recommendation – 3/00; 4/07

**KB**     **Public Information Programs** (See CEE, CEF, CG and KBA)

**KB**

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved:

KASB Recommendation – 3/00; 7/03; 4/07; 6/07

**KBA** **District or School Websites**  
(See ECH, II, IIBG, JR et seq. and KB)

**KBA**

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of superintendent and school websites shall be supervised by the principal and/or the technology coordinator.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, or employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
- board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved:

KASB Recommendation – 6/00; 7/03; 4/07; 12/14; 6/15; 10/17

## **KBC Media Relations**

**KBC**

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

### **Broadcasting and Taping**

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

### **News Releases**

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

### **Conferences and Interviews**

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

Approved:

KASB Recommendation – 3/00; 4/07

**KCA Protection of Privacy Rights**

**KCA**

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

Approved:

KASB Recommended – 6/14

**KCB Custodial and Non-Custodial Parent Rights**

**KCB**

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved:

KASB Recommendation – 6/14; 12/18



The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved:

KASB Recommendation - 4/07

**KFD** **School Volunteers** (See GAOE and IFC)

**KFD**

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved:

KASB Recommendation – 3/00; 4/07

**KG**    **Use of School Facilities by Community Groups** (See DFG and JH)

**KG**

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities.

**KG    Use of School Facilities by Community Groups**

**KG-2**

Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved:

KASB Recommendation – 3/00; 4/07; 6/14

**KGA Use of District Personal Property and Equipment**

**KGA**

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal or superintendent and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent or the building principal.

Approved:

KASB Recommendation – 3/00; 4/07; 6/12; 10/17

**KGB** Concealed Observations (See JGGA)

**KGB**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved:

KASB Recommendation –6/16; 10/17

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan may be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

Approved:

KASB Recommendation – 6/13; 12/15; 10/17

**KGD Disruptive Acts at School or School Activities**  
(See EBC, GAAE, JCDBB, JDDC, and KGC)

**KGD**

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however, such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved:

KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12; 6/13; 6/15; 10/17



The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy.

Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass to enter school buildings during the school day.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Approved:

KASB Recommendation – 6/14

**KH**    **Gifts to Schools** (See GAJ and JL)

**KH**

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved:

KASB Recommendation – 3/00; 4/07

**KI Distributing Materials in Schools** (See JHCA, JK and JR et seq.)

**KI**

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

**Materials Produced by Outside Groups–Including Religious Materials**

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

**Political Campaign Materials**

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

**Advertising in the Schools**

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

**Mailing Lists**

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved:

KASB Recommendation – 3/00; 4/07

**KK Sale of District Property** (See DFM)

**KK**

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved:

KASB Recommendation – 3/00; 4/07

**KM Visitors to the School**

**KM**

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved:

KASB Recommendation – 3/00; 4/07



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.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The superintendent, 121 E. Commercial, Waterville, Kansas 66548, 785-363-2398 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 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 thereunder, are available from the compliance coordinator.

**Complaints About Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

**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.

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 complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

**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 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 recurrence. 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 (See IF)

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.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved:

KASB Recommendation—9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 10/17