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**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: 01/11

**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/shall} 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: 01/11

**KBA** **District or School Web Sites**  
(See DC, 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 \_\_\_\_\_ and school websites shall be supervised by the principal (or \_\_\_\_\_).

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, and 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.

**KBA District or School Web Sites**

**KBA-2**

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: 02/16

# SAMPLE HANDBOOK LANGUAGE / FORMS FOR DISTRICT USE AFTER BOARD APPROVAL

## **General Information**

### Student Privacy Rights (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

### Copyrighted Material Posted On Websites (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. \_\_\_\_\_ (Webmaster/Principal, etc.) shall be in charge of monitoring permission to post copyrighted materials.

### Software Copyright (See ECH)

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

### Downloading Copyrighted Materials (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

**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: 01/11

**KDC Solicitations (See GAI)**

**KDC**



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: 01/11

**KFD** **School Volunteers** (See EBAA 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/are not} covered by workers' compensation.

Approved: 01/11

**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.

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 {shall/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. 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:

**Proposed rules: This is a “Starter Kit” which must be customized to meet local needs. Remove from policy and file with the clerk after board approval.**

### Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent.

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

Payment for the use of a facility is to be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

This policy shall be administered by the superintendent, or the superintendent’s authorized designee, and the superintendent’s decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

### Procedure for Figuring Charges (Example Only)

The USD \_\_\_ Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students.

The district’s schedule for facility use charges is altered to reflect the amount to be recovered from similar groups for the use of school facilities.

#### (Private Organizations and Businesses - 100% of Fee)

These organizations and businesses are identified as follows:

- 1) The primary goal of the business/organization is profit making; or
- 2) Charges are made by the business/organization when a school facility is used and the receipts are placed in the business/organization account for use generally by the business/organization; or
- 3) The business/organization is a nonprofit type of organization with the major financial support derived generally from a specific group of people through donations and/or freewill offerings.

Examples of businesses/organizations in this group are: dance studios and dance groups; radio-television entertainment; automobile displays; churches and other religious organizations; businesses; non-school sport events, etc.

(Civic Organizations - 60% of Fee)

These organizations are identified as follows:

- 1) The group generally operates within the community and is adult-oriented;
- 2) The group is easily recognized as a civic organization and functions in many different communities;
- 3) The group operates on a State, Regional and/or National Charter which specifically states service to the community as one of the organization requirements; or
- 4) The group is a local organization that receives its funding from donations and/or receives tax money from some governmental agencies.

Examples of organizations in this group are: Lions Club; Rotary Club; Kiwanis Club; V.F.W.; American Legion; Elks Club; Chamber of Commerce, etc.

(USD {\_\_\_} Supporting Organizations - 40% of Fee)

These organizations are identified as follows:

- 1) The group sponsors events directly involving USD \_\_\_ students and/or, in a broad sense, former students; is a type which provides future positive assistance to USD \_\_\_ student events and is non-school supervised; or
- 2) The group may derive income from the events, and shall return substantial income to the community through scholarships and other similar projects to USD \_\_\_ students; or
- 3) The group provides a broad base program of student self-improvement in moral judgment, home and community life, poise and self-control and the family as an American way of life; or
- 4) The group has a track record of promoting a positive image of the community, the young people of the area and aid to education in the district.

Examples of these organizations are: Junior Miss Scholarship Program; Miss Kansas Pageant; Alumni Association; Vo-Tech.; Arts Councils; etc.

(Community Improvement and Student Assistance Organizations - No Charge)

These organizations are identified as follows:

- 1) The groups providing services to the county or city population at little or no cost that are difficult to obtain elsewhere or are military and/or governmental in nature; or
- 2) The group generally operates as a not-for-profit group; or
- 3) The group provides an opportunity for a better understanding of the arts through displays and presentations and may be governmental in nature; or
- 4) The group provides needed assistance to the community in times of disaster and is a nonprofit or governmental type of organization; or
- 5) The group organizes when necessary to supply a service to education in general or specifically to students.

Examples of these organizations are: City/County Recreation; Military Band; Swim Team; Parents of Seniors for School Purposes; Kansas National Guard; Kansas Kids Wrestling Program; Community Playhouse; occasional usage by 4-H, Boy Scouts and Girl Scouts; etc.

Approved:

USD \_\_\_\_

**SCHEDULE OF RATES FOR FACILITY USE**

**Building/Area**

**Rate of Charge**

**High School:**

Fieldhouse when no admission is charged	\$
Fieldhouse when admission is charged	
Gym when no admission is charged	
Gym when admission is charged	
Auditorium when no admission is charged	
Auditorium when admission is charged	
Cafeteria without kitchen equipment	
Cafeteria with kitchen equipment*	

**Junior High School:**

Gym when no admission is charged	
Gym when admission is charged	

**Elementary:**

Gym (Central) when no admission is charged	
Multi-purpose when no admission is charged	
Multi-purpose when admission is charged	

**Use of Any Classroom (per classroom)**

When no admission is charged	
When admission is charged	

All charges are based on a per day charge. Use of facilities for four (4) hours or less will be charged one-half (1/2) of the daily rate. The charges include the time for one (1) custodian. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$\_\_\_\_\_ per hour for such additional employee.

\*When kitchen equipment is used, a school cook must be present.

USD \_\_\_\_\_, Kansas

**SCHOOL FACILITY USE PERMIT [Sample Only]**

This permit authorizes the use of the school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the facility and the compliance with school board policy covering facility use by non-school groups. (Policy KG)

Person to Whom Issued:

\_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.

\_\_\_\_\_

Group or Organization Represented:

\_\_\_\_\_

Purpose of

Meeting: \_\_\_\_\_

Specific

Facility/Room(s) Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of

Use: \_\_\_\_\_

Building Needed:

\_\_\_\_\_

Start Time: \_\_\_\_\_ End Time:

\_\_\_\_\_

Room(s) Needed: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time:

\_\_\_\_\_

Equipment/Services Needed:

\_\_\_\_\_

(only those services/equipment/facilities listed will be provided.)

\_\_\_\_\_

\_\_\_\_\_



Insurance and Other Special District Requirements for

Use: \_\_\_\_\_

\_\_\_\_\_

Use Charge for Services/Facilities

Listed: \_\_\_\_\_

Date and Amount

Paid: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date:

\_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date:

\_\_\_\_\_

This form must be signed by the person to whom it is issued and presented by that person to the custodian on the date(s) shown. Please read all the provisions and guidelines related to this agreement.

I have read the Building Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

- 1st copy: Requester's copy
- 2nd copy: Building Principal
- 3rd copy: Clerk of the Board

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group Representative

**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/\_\_\_\_\_) 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; the building principal; or\_\_\_\_\_}.

Approved: 9/12

**USD 487 Herington, Kansas**  
**SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT**

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This permit authorizes use of the school equipment as listed. The person to whom this permit is issued (hereafter "Permittee") agrees to accept responsibility for care of the equipment and compliance with school board policy KGA as well as IIBG if Permittee is a student or employee of the district.

As a condition of use, Permittee agrees to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in Permittee's possession. If school equipment is returned damaged beyond normal wear and tear of acceptable use, Permittee agrees to reimburse the district for the cost to repair such equipment. No district reimbursement shall be assessed to Permittee for normal wear and tear of the equipment commensurate with acceptable use under policy KGA and policy IIBG if Permittee is a district student or employee.

Permittee Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Group or Organization Represented, if any: \_\_\_\_\_

Purpose of the Meeting: \_\_\_\_\_

Building Needed: \_\_\_\_\_ Rooms Needed: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Insurance and Other Special District Requirements for Use: \_\_\_\_\_

Date and Amount Paid, if any: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by the Permittee and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the School Personal Property and Equipment Use Permit and relevant policies thereto, and I agree that I will be responsible to see that there is full compliance with them.

- 1st copy: Permittee's copy
- 2nd copy: Building Principal
- 3rd copy: District office

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved User (Permittee)

**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: 3/17

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 {shall/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 05/16

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

**KGD**

Disruption 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.

**KGD Disruptive Acts at School or School Activities**

**KGD-2**

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: 02/16

**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: 01/11



**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.

**KI Distributing Materials in Schools**

**KI-2**

Mailing Lists

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

Approved: 01/11

Sample only: Adapt for Local Use

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**Distribution Rules: Non-School Materials USD 487**

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The following item/s may be distributed:

**Time:** On September 13th and 14th only between the hours of 3:15 and 3:30 p.m.

**Place:** In the commons area at a table set up for the purpose of distribution of approved materials.

**Manner:** The person distributing may stand next to the table on which materials are stacked. If a child walking by asks for one, the person may hand them a copy. No attempt shall be made to engage the child in dialogue concerning whether they accept or reject the material.

**Signed:** \_\_\_\_\_  
Administrator

**Signed:** \_\_\_\_\_  
Representative of group or individual who produced the material

Approved: 01/11

**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: 01/11

**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: 01/11



	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Attach additional sheets if necessary.

<p>Were there any witnesses to this incident?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please indicate who the witnesses were:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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<p>What action do you believe the school should take with regard to this incident?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter?     Yes     No

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. Superintendent, 19 N Broadway, Herington, KS 67449-2401, (785) 258-2263 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 a 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 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 complain 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: 02/16