

## **KA GOALS AND OBJECTIVES**

Educational public relations is a planned and systematic two-way process of communication between a school district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments, and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest, and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved:

## **KB PUBLIC INFORMATION PROGRAM**

The board of education accepts full responsibility for keeping the general public informed about the function and operation of the school system.

Approved:

**KB-R PUBLIC INFORMATION PROGRAM**

The implementation of the public information program of the school district shall be the responsibility of the superintendent of schools.

Approved:

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

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 the Superintendent, and school websites shall be supervised by the principal (or district appointed individual).

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;

- the 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: 09/14/2015

**KBA-R PUBLIC'S RIGHT TO KNOW**

Reasons for which the board of education may go into executive session include, but are not limited to: discussion of personnel matters; discussion of litigation, pending or proposed; land acquisition; negotiations strategy.

Approved:

**KBAA            DISTRICT OR SCHOOL WEB SITES** (See KB, IIBG and ECH)

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of the Superintendent, and school web sites shall be supervised by the building principals.

Web Site Rules

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

School rules shall include the following areas:

- data privacy and FERPA regulations (See JRB);
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material (See ECH and IIBG);
- board and administration shall determine web site content and monitor use by employees and students.

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

Approved:

**KBB SCHOOL SPONSORED INFORMATION MEDIA**

It shall be the policy of the board of education to periodically issue a newsletter that contains information about the operation and activities of the schools and that is made available to all patrons of the school district.

Approved:

**KBB-R SCHOOL SPONSORED INFORMATION MEDIA**

The superintendent of schools shall be responsible for the content of the periodic school district newsletter and such other school sponsored information media that he/she deems necessary.

Approved:

## **KBC NEWS MEDIA RELATIONS**

It shall be the policy of the board of education to cooperate fully with district's official paper in order that the public may be more fully informed about the operation of its schools.

Approved:

## **KBCA NEWS RELEASES**

Routine news and information concerning school events and programs may be released to the press by or with the approval of the administrator of the school or of the program concerned.

All other news releases prepared for public distribution under the auspices of the school district by employees or students of the school district must have the approval of the superintendent prior to release to the public press.

Approved:



**KBCA-R NEWS RELEASES**

The superintendent of schools shall prepare copies of all news releases approved by his/her office concerning the schools for each member of the board of education.

Approved:

**KBCB NEWS CONFERENCES AND INTERVIEWS**

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular learning activities of the schools.

Approved:

**KBCD SPORTS AND SPECIAL EVENTS COVERAGE**

Members of the working press will be admitted free of charge to all sports and special events activities of the school district upon presentation of the proper credentials.

Approved:

**KBCD-R      SPORTS AND SPECIAL EVENT COVERAGE**

The appropriate building principal shall be responsible for determining eligibility and issuing press passes to members of the working press wishing to cover school events.

Approved:

**KBCDA      PRESS SERVICES**

Space will be provided at all sports and special events for members of the working press covering such activities.

Approved:

**KBCDB      BROADCASTING AND TAPING**

The principals are authorized to approve and establish rules and regulations for the broadcasting and taping of sports and special events activities of the school district.

Approved:

**KBCDB-R BROADCASTING AND TAPING**

Members of the broadcast media must notify the principal prior to the event they wish to cover so that arrangements may be made for their facilities.

Approved:

**KBE INFORMATION CAMPAIGNS**

All information campaigns of the school district will be under the direction of the superintendent of schools or his/her designated representative.

Approved:

**KBE-R INFORMATION CAMPAIGNS**

The superintendent of schools shall make monthly reports to the board of education on the progress of any information campaigns initiated by the board.

Approved:

**KBF            USE OF STUDENTS**

Students will not be used to distribute any information concerning information campaigns; however, reports, information and other such data pertaining to building level activities is allowed.

Approved:

**KC            BOARD-COMMUNITY RELATIONS**

It shall be the policy of the board of education to seek ways to involve citizens in the work of the schools and to stimulate citizens to know more about the schools.

Approved:

**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: 10/13/2014

**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: 02/11/2019

**KDC SOLICITATIONS**

It is the policy of the board of education to discourage all solicitations of and by staff members during regular school hours.

Approved:

**KDC-R SOLICITATIONS**

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 good or services.

The rule applies to the activities, promotions and sales originating outside of school. Exception to this rule may be made from the outline below.

Approved:

**KEA            COMMUNITY ACTIVITIES AND PERFORMANCES**

The board of education encourages all students to participate in community activities, insofar as such activities do not conflict with their school duties.

Approved:

**KEB            SOLICITATIONS**

It is the policy of the board of education to discourage all solicitations of and by students during regular school hours.

Approved:



**KEB-R SOLICITATIONS**

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

Approved:

**KEC INTERVIEWS WITH STUDENTS**

Any representative of the news media seeking to interview any student during regular school hours must first gain the approval of the building principal or his/her designated representative.

Approved:

**KEC-R INTERVIEWS WITH STUDENTS**

The building principal shall attempt to regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved:

**KFD SCHOOL VOLUNTEERS**

Persons interested in volunteering time or services to the school district are encouraged to contact the superintendent of schools for assignment.

Approved:

**KFD-R SCHOOL VOLUNTEERS**

The appropriate building principal shall be responsible for the supervision of volunteers in the schools.

Approved:

**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.

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

**KG-2**

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: 10/13/2014

**KGB            EQUIPMENT**

Permission must be gained from the appropriate building principal before any school district equipment may be removed from the school grounds.

Approved:

**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: 08/08/2016

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: 02/08/2016

**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.



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

**KGD-2**

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: 09/14/2015

## **KGD-R      CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES**

### GENERAL PROCEDURES

The following guidelines are for the use by principals in the event of disturbances, disorder, or demonstrations on or near a school site and apply to both students and adults.

The final decision for determining the nature of assistance needed at a disturbance, disorder, or demonstration is the responsibility of the school principal. In the absence of the principal, the determination is to be made by the assistant principal or the person designated to be in charge of the building or activity.

The school administration and staff are responsible for handling any problems caused by a student(s) or an adult(s). The superintendent shall be notified immediately of any serious problem at the school. The principal shall seek the advice of the superintendent, as well as informing him/her of any decisions and progress toward resolving the problem.

In the event adults or non-students cause disturbances, the appropriate law enforcement officials will be called for assistance. The chief administrative police officer or his/her designee should be alerted ahead of time when problems are suspected. Such officials will direct the activities of the police at the scene of any disturbance. The principal will serve as liaison when police are on the scene. It should be remembered that even though police have been called, they look to the school administration for direction on what the school wants done. It is understood that police powers and authority have priority when police have been called for assistance.

**KGD-R            CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES**  
(continued)

SPECIFIC PROCEDURES

In the event of a disturbance or disorder, the principal shall make an immediate assessment of the situation to determine the danger or potential danger to students, personnel, patrons or school property. If there is apparent danger to any of the above, steps shall be taken immediately to reduce or eliminate the danger by whatever means necessary as granted under the principal's authority to discipline or maintain crowd control.

The principals shall decide upon a course of action and, to the extent possible, inform the school staff so that all can cooperate in carrying out that decision. It is desirable that any personnel involved in any such cooperation be equipped with radio communication.

The principal "on the scene" and in charge shall maintain a "log" in which are listed the date, the time and nature of each incident, the names of persons involved and a description of the action taken.

Whenever the situation requires the assistance of the police, the principal or his/her designee shall request such assistance. Police action will be determined by police officials and their assessment of the situation.

The board wishes to emphasize that any persons who create disturbances or disorders at any school activity will be prosecuted to the full extent of the law. The principal "on the scene" and in charge will sign the necessary complaint papers or encourage available witnesses of the act to do so. In any event, a complaint will be

**KGD-R      CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES**  
(continued)

signed. The board's attorney will take whatever action is necessary to expedite proceedings to prosecute anyone causing a disturbance at a school function.

Approved:

**KGDA Public Conduct on School Property**

**KGDA**

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: 10/13/2014

**Notice of Protections Under the Kansas Tort Claims Act**

As a teacher employed by Unified School District No. \_\_\_\_, \_\_\_\_\_, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

**1. What is the Kansas Tort Claims Act?**

It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to \$500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district's insurance, whichever is greater. U.S.D. \_\_\_'s insurance with regard to tort claims provides liability coverage for such claims up to \$\_\_\_\_\_. (See K.S.A. 75-6101 *et seq.*)

**2. Are there any situations in which a school district may be exempt from liability for negligent acts?**

Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as a student or teacher due process hearing;
- enforcement or failure to enforce a statute, regulation, or board resolution;
- Adoption or failure to adopt written personnel policies which protect persons' health or safety;
- Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
- The assessment or collection of taxes;

- Any claim by an employee which is covered by workers compensation;
- Snow or ice or other temporary or natural conditions on school property;
- The plan or design for the construction or improvement to public property;
- Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
- The natural condition of any unimproved public school property.

**3. Is the school district liable for all negligent acts of its employees?**

No. The district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are done with actual fraud or actual malice.

**4. Will the district provide me a legal defense for claims under this act?**

Generally yes. Upon request of an employee, the district shall:

- Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
- Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.
- The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

5. **Can the district refuse to provide me a defense under the act?** Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:

- The act or omission was not within the scope of your employment;
- You acted or failed to act because of actual fraud or actual malice;
- The defense of the action or proceeding would create a conflict of interest between you and the district; or
- The request was not made in accordance with law.

6. **How do I request the district to come to my defense or to provide me with representation?** You must make a request for such inn writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonably cooperated in good faith in the defense of the claim.

**I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.**

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name (Printed)



**KHE            GIFTS TO SCHOOLS**

Any organization or individual wishing to make a gift to the school district must have the prior approval of the board of education. All gifts will be regarded as gifts to USD #113.

Approved:

**KHE-R        GIFTS TO SCHOOLS**

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

Approved:

## **KI        DISTRIBUTING MATERIALS IN SCHOOLS (See JHCA)**

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students of 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:

**KI-R            FREE MATERIALS DISTRIBUTION IN SCHOOLS**

No student shall be forced to participate in the distribution of any materials in the schools.

Approved:

**KIA            POLITICAL CAMPAIGN MATERIALS**

In order to further citizenship training, the board encourages responsible use of political materials.

Approved:

**KIA-R         POLITICAL CAMPAIGN MATERIALS**

Each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

Approved:

**KIB            SPECIAL INTEREST MATERIALS**

The building principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Approved:

**KIB-R        SPECIAL INTEREST MATERIALS**

No mailing lists of students or employees of the school district shall be given to individuals, organizations or vendors for the purpose of distributing materials without the approval of the board of education and/or parents.

Approved:

**KJ                    ADVERTISING IN THE SCHOOLS**

No advertising of materials used for commercial purposes shall be permitted in the school buildings on the grounds of the school district, without prior approval of the board of education. Advertising in student publications shall be approved by the superintendent or his/her designee.

Approved:

**KJ-R                  ADVERTISING IN THE SCHOOLS**

Advertising in student publications may promote products by brand name.

Approved:

**KK                    PUBLIC SALES ON SCHOOL PROPERTY**

School property will not be used for any public sales other than those sponsored by the school district to dispose of excess school property and equipment unless approved by the board.

Approved:

**KK-R PUBLIC SALES ON SCHOOL PROPERTY**

Whenever excess property is sold at auction, such sales shall be on school property to the highest bidder with cash in hand.

Approved:

**KM VISTIORS TO THE SCHOOLS**

All visitors to buildings in the school 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.

Approved:

**KM-R VISITORS TO THE SCHOOLS**

All visitors to the school buildings of the district shall first make their presence known to the building principal or his/her designated representative before proceeding to contact any other person in the building. Violation of this rule may lead to removal from the building and denial of further access to the building.

Approved:



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

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. (Position, address and phone number of compliance coordinator) 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 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.

## **KN-R COMPLAINTS**

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

### About Curriculum

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

### About Discrimination

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

1. A 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.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
3. 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 Superintendent of Schools shall conduct the investigation. 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 evidence, written or oral, relevant to the complaint to the investigator.
4. 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 seven days after the filing of the complaint.
5. Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.

**KN-R COMPLAINTS (continued)**

6. The complainant may appeal the resolution of the complaint to the superintendent of schools or to the board of education if the complaint was against the superintendent. The request to appeal the resolution shall be made within seven 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 then afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within seven 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 seven days after the appeal is filed.
7. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

About Instructional Materials

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

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.

Approved:

**KNA ABOUT SCHOOL POLICIES**

Complaints about school policies should be directed to the superintendent of schools.

Approved:

**KNA-R ABOUT SCHOOL POLICIES**

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

Approved:

**KNB ABOUT CURRICULUM**

Complaints about the curriculum of the school district should be directed to the superintendent of schools.

Approved:



**KNB-R        ABOUT CURRICULUM**

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

Approved:

**KNBA        ABOUT INSTRUCTIONAL MATERIALS**

Complaints about specific instructional materials should be directed to the appropriate building principal.

Approved:

**KNBA-R     ABOUT INSTRUCTIONAL MATERIALS**

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

Approved:

**KNC ABOUT SCHOOL FACILITIES AND SERVICES**

Complaints about school facilities and services should be directed to the superintendent of schools.

Approved:

**KNC-R ABOUT SCHOOL FACILITIES AND SERVICES**

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

Approved:

**KND ABOUT SCHOOL PRERSONNEL**

Complaints about building level personnel should be directed to the appropriate building principal. All other personnel should be directed to the superintendent of schools. Complaints about the superintendent should be directed to the president of the board.

Approved:

**KND-R ABOUT SCHOOL PERSONNEL**

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

Approved: