Table of Contents

Section K – General Public Relations

Goals and Objectives	**KA**
Public Information Programs	**KB**
Newsletters and other Media	
District or School Websites	**KBA**
Website Rules	
Media Relations	**KBC**
Broadcasting and Taping	
News Releases	
Conferences and Interviews	
Protection of Privacy Rights	**KCA**
Custodial and Non-Custodial Parent Rights	**KCB**
Solicitations	**KDC**
School Volunteers	**KFD**
Use of School Facilities by Community Groups	**KG**
Use in Accordance with Board Policies	
Fees and Rental Charges	
Lease Arrangements	
Supervision of Non-School Groups	
Insurance and/or Bonds	
Use of District Personal Property and Equipment	**KGA**
Lost, Stolen, or Damaged Property or Equipment	
Personal Use	
Definition	
Concealed Observations	**KGB**
Bullying by Parents	**KGC**
Disruptive Acts at School or School Activities	**KGD**
Possession of a Firearm	
Public Conduct on School Property	**KGDA**
Gifts to Schools	**KH**
Distributing Materials in Schools	**KI**

Materials Produced by Outside Groups–Including Religious Materials
Political Campaign Materials
Advertising in the Schools
Mailing Lists
Disposal of District Property **KK**
Disposal of a School District Building
Visitors to the School **KM**
Tobacco-Free School Grounds for Visitors **KMA**
Complaints **KN**
General Complaints
Informal Procedures
Formal Complaint Procedures
Appeal Procedures
Complaints Against the Superintendent
Complaints About Discrimination on the Basis of Sex
Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex
Complaints Concerning Child Nutrition Programs
Complaints About Policy
Complaints About Curriculum
Complaints About Instructional Materials
Complaints About Facilities and Services
Complaints About Personnel
Complaints About Emergency Safety Intervention Use
Complaint About School Rules
Complaints Regarding Child Nutrition Programs **KNA**
Complaints About Discrimination in Child Nutrition Programs

TABLE OF CONTENTS
POLICY EXTRAS

(Forms, Handbook Language, Regulations etc.)

A ..... District Authority

Home Rule Resolution Form

BCAC ..... Special Meetings

Waiver of Notice

BCBI ..... Public Participation

Request to add an Agenda Item

BCBK ..... Executive Session

Sample

Motions for Executive Session

CN ..... Public Records

Request for Records Form

DFAC ..... Allowability of Costs – Federal Programs

Cash Management – Federal Programs

Grant Subrecipient Monitoring Procedures – Federal Programs

Procurement – Federal Programs

Type of Costs, Obligations and Property Management – Federal Programs

DJB ..... Petty Cash Accounts

Resolution to Establish Petty Cash Fund

DK ..... Student Activity Fund Management

Resolution to Establish Activity Fund

EBC ..... Security and Safety

Report to Local Law Enforcement Form

Report to Staff Member Form

ECA ..... HIPAA Policy

Health Records Request for Amendment Form

Notice of Privacy Practices Form

ECH ..... Printing and Duplicating Services

Copyright Regulations and "fair use" rules for educators

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GAAE ..... Bullying by Adults

Report to Local Law Enforcement

GAAF ..... Emergency Safety Interventions

ESI Documentation

GACC ..... Recruitment and Hiring

Applicant Job Application Acknowledgements Form

GACD ..... Employment Eligibility Verification

Documents that Establish Identity

GAK ..... Personnel Records

Request to Release Personal Records Form

GAN ..... Travel Reimbursement – Federal Programs

GAOD ..... Student Transportation Disclosure Form

Student Transportation Disclosure

GARA ..... Bloodborne Pathogen Plan

Exposure Control Plan

Hepatitis B Vaccine Declination Form

First Aid Incident Report

Post-Exposure Evaluation and Follow-up Report

Documentation of Training

GARI ..... Family and Medical Leave Plan

Sample Family and Medical Leave Plan

GCI ..... Classified Employee Evaluation

Classified Employee Evaluation Form

IB ..... School Site Councils

Bylaws

IDAD ..... Title I Programs

Regulation - Title I Programs

Parental Involvement Encouraged

Activities to Enable Parental Participation

Scheduling for Parents' Convenience

Annual Evaluation

Title I Parent Involvement: Policy Development Meetings

IDAE ..... Student Privacy Policy

Student Privacy Regulation

Annual Notice of Authorized Student Data Disclosures

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IF ..... Textbooks, Instructional Materials & Media Centers

Request for Review of Textbook, etc. Form

IFCB ..... Field Trips

Consent to Participate in Field Trip etc. Form

II ..... Educational Testing Programs

Testing Integrity Staff Handbook Language

IIBGA ..... Children's Internet Protection Plan

The Children's Internet Protection Act Technology Plan

IKCA ..... Human Sexuality and AIDS Education

Opt-Out Form

IKDA ..... Religious Objections to Activities

Activity Participation Opt-Out Form

JBCA ..... Homeless Students

Homeless Student Regulations

Enrollment/Placement

School Stability

Immediate Enrollment

Relevant Academic Records

Relevant Health Records

Records

Enrollment Disputes

Placement Choice

Privacy

Contact Information

Definition

Comparable Services

Coordination

Housing Assistance

Homeless Children and Youths With Disabilities

District Homeless Student Liaison

Notice

Local and State Coordination

Homeless Status

Dispute Resolution Process

Transportation

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Complaint form

JBCB ..... Foster Care Students

Foster Care Student Regulations

Transportation of Students in Foster Care

Additional Costs

School of Origin

Best-Interest Determination

District Foster Care Liaison

Child Welfare Agency

Child Welfare Contact

OPTIONAL

General Transportation Procedures

Funding Strategies

Transportation Strategies

Individual Transportation Plan

Determining Additional Costs

Plan Elements

JBE ..... Truancy

Waiver of Compulsory Attendance

Median Earnings and Unemployment Rate

JCABB ..... Searches of Students

Search Report Form

JDD ..... Report to Staff of Expulsion or Conviction

Report to Staff Member Form

JDDB ..... Reporting Crimes to Law Enforcement

Report to Local Law Enforcement Form

JDDC ..... Short Model Bullying Plan

Report to Local Law Enforcement Form (Bullying)

JGCA ..... District Health and Wellness Plan

JGFG ..... Student Accidents

Consent for Emergency Medical Treatment Form

JGFGB ..... Supervision of Medications

Medication Given at School Form

Permission for Medication Form

JGFGBA ..... Student Self-Administration of Medications

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Permission for Self-Administration of Medication
JH ..... Student Activities
Request to Add/Eliminate an Activity Form
JQKA ..... Foreign Exchange Students
Foreign Exchange Student Host Family Application
KBA..... District or School Web Sites
District Use After Board Approval
KG ..... Facility Use Language and Forms
Facility Use Language
Schedule of Rates for Facility Use
School Facility Use Permit
KGA ..... Use of District Personal Property and Equipment
School Personal Property and Equipment Use
KI..... Distributing Materials in Schools
Distribution Rules Non School Materials Form
KN ..... Complaints
Complaints Form

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Educational public relations is a planned and systematic two-way process of communication between a 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:

District or School Websites **KBA**

(See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB)

The board may establish a district website and may allow creation of websites for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

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;
    - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
    - the board's policy for the part-time enrollment of students; and
    - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the boards 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; 6/15; 6/22

Media Relations and Usage **KBC**

(See KGB)

Upon presentation of proper credentials, members of the press 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, Livestreaming, and Recording

The superintendent is authorized to establish rules and regulations for broadcasting, livestreaming, and recording district activities in accordance with any relevant law and KSHSAA rules governing any particular event.

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

The board is not obligated to broadcast, livestream, or record its board meetings. However, if the board elects to livestream any board meeting on television, the internet, or any other medium, all aspects of any such open meeting will be available through the selected medium for the public to observe, absent any unintentional technological failure or action taken by the provider of the medium disrupting or preventing the livestream.

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; 6/25

KBCD **Extra Curricular** **KBCD**

Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

Press Services

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Approved:

KBCD-R **Extra Curricular** **KBCD-R**

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

Broadcasting and Taping

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved:

KBCE **Interviews With Students** **KBCE**

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved:

KBCE-R **Interviews With Students** **KBCE-R**

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

Approved:

KBE Information Campaign **KBE**

All information campaigns of the district will be under the direction of the superintendent.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved:

KBE-R Information Campaigns **KBE-R**

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved:

Board-Community Relations

KC

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Approved: KASB Recommendation–7/96

KDC Solicitations **KDC**

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

Approved:

KDC-R Solicitations **KDC-R**

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:

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

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

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

Approved:

KFD-R **School Volunteers** **KFD-R**

The school volunteer shall work under the direction of the building administrator.

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.

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: June 2013

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.

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: June 2013

The superintendent may establish a deposit fee for the use of school equipment that is to be removed from the school grounds. The deposit will be paid to the building principal and will be refunded when the equipment is returned and is in working order.

Approved: June 2013

Concealed Observations **KGB**

(See JGGA)

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 or livestreaming of open 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; 6/25

KGC **Supervision of Non-School Groups** KGC

A school employee shall be on duty to see that the building and equipment are properly used whenever any school facility is used by non-school groups or individuals.

A school employee may not be required to be on duty when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the building's use.

Approved: 6/08

Bullying by Parents KGC

(See EBC, GAAE, JDDC, KGD)

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; 6/22

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

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.

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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: September 14, 2015

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

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– Sample Form –

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Local Law Enforcement

USD _____

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed:_____
Administrator or other school employee.

cc: Superintendent of Schools, USD ____ Student/s file

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KH Gifts to Schools **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.

Approved:

KH-R Gifts to Schools **KH-R**

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

Approved:

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 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: June 2013

Disposal of District Property **KK**

(See DFM)

Except when disposing of a school district building, as defined herin, the board may dispose of district property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

When disposing of any school district property, neither the board nor its agent shall refuse to sell, lease, or convey any interest in a building or property to a prospective buyer or lessee solely because the prospective buyer or lessee may use or intends to use the building or property as a nonpublic school building.

Disposal of a School District Building

For the purpose of this policy, terms have the following meaning:

- "Building" means any building that was used in any prior school year as an attendance center for students enrolled in kindergarten or any of the grades one through 12.
- "State agency" mean any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Within 30 days after the board of education adopts a resolution to dispose of a building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the house of representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- the reason for such building's disuse and the decision to dispose of such building;
- the legal description of the real property that is to be disposed; and
- a copy of the resolution adopted by the board of education.

  Upon receipt of the notice, the legislature may adopt a concurrent resolution stating the legislature's intention that the state acquire the building in the following manner. Such resolution should include:
- The name of the school district that owns such building;
- the information contained in written notice as outline herein; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt such a concurrent resolution.

If the notice is received when the legislature is not in regular session, then not more than 45 days after the notice is received by the legislature, the legislative coordinating council may deny the legislative option for the state to acquire the building. If the legislative council denies this option, the district may proceed with disposing of the building in accordance with Kansas law. If the legislative coordinating council does not deny the option for the state to acquire the building within the 45 day period, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined herein.

If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such building and take title to the real property. Upon request of the state agency acquiring the building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey the building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the legislature does not adopt a concurrent resolution as described herein within the 45-day period or if state agency does not take title to the property within the 180-day period or any extension thereof, the school district may proceed with disposition of such property in such manner and upon such terms and conditions the board deems to be in the best interest of the district. Conveyances of buildings and real property described on any legislative notice described herein shall be executed by the president of the board and attested to by the clerk.

School district buildings not meeting the definition of "building" as defined herein, may be disposed of in any manner deemed to be in the best interest of the district by the board, without need for legislative notice under this policy.

Approved: KASB Recommendation – 3/00; 4/07; 6/23, 6/24

KM - Visitors to the School

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.

In accordance with Kansas law, off-duty law enforcement officers identifying themselves as such upon entry into a district building cannot be requested or required to provide or record personal information such as their email address, home phone number, or home address. Nor shall such officers be required to wear any item identifying them as a law enforcement officer or as being armed. School personnel may request to see the identification required by such officer's law enforcement agency to verify the individual is a law enforcement officer.

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; 6/25; 12/25

KMA Tobacco-Free School Grounds for Visitors (See GAOC and JCDAA)**KMA**

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

"Electronic nicotine deliver system" or "ENDS" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Approved: 04-12-2021

KASB Recommendation – 6/20

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Complaints **KN**

(See BCBI, DE, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general 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 pursuant to the procedures outlined in this policy.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. Upon becoming aware of a complaint, the building principal shall, within a reasonable time, but without delay, 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 and forward this record to the district compliance coordinator.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity

to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and forwarded to the complainant and the respondent. If the investigator anticipates a determination will not be issued within 45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.
    - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
    - 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 (as applicable), and 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.

<u>Appeal Procedures</u>

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly scheduled meeting of the board following the receipt of the report and provide the parties with notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

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.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. If appropriate, the board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination

requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with

Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

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

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

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.

Complaints About School Rules

Complaints **KN-5**

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved:

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20; 12/22; 6/23; 12/24; 6/25

U.S.D. # 506
COMPLAINT FORM

The policies of Board of Education of U.S.D. No. 506 prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name:_____ Address:_____ Email:_____ Phone:_____

Building Discrimination Coordinators: Name:_____ Address:_____ Email:_____ Phone:_____

Title IX Coordinator: Name:_____ Address:_____ Email:_____ Phone:_____

Name of Complainant: Address: Email Address: Telephone Number:	_____ _____ _____ _____
Nature of the Complaint (Please Select Any that Apply):	I believe that I have or someone I know has been subjected to discrimination on the basis of: ☐ Race ☐ Color ☐ National Origin ☐ Racial Harassment ☐ Sex ☐ Sexual Harassment ☐ Disability ☐ Religion ☐ Age ☐ Genetic Information ☐ Harassment on the basis of _____; OR ☐ General Complaint/Not Related to Perceived Discrimination My complaint is not one of perceived discrimination or harassment but is regarding the situation described below.
Please describe the incident or act complained of: Please include information about: • Who was the person engaging in the conduct? • Who was the conduct directed toward? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you? What effect did it have on the person allegedly targeted?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Attach additional sheets if necessary.
Were there any witnesses to this incident?	☐ Yes ☐ No If yes, please indicate who the witnesses were: _____ _____
What action do you believe the school or district should take with regard to this incident?	_____ _____

If this matter proceeds to an investigation or hearing, will you appear and be interviewed and/or testify as to your knowledge of the matter? ☐ Yes ☐ No

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KNA **Complaints Regarding Child Nutrition Programs** **KNA**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. (Position or name, address, email 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, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

http://www.ascr.usda.gov/complaint_filing_cust.html; or

write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
FAX: (202) 690-7442
Email: program.intake@usda.gov

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KASB Recommendation – 6/20

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