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KA Goals and Objectives KA

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: 2-14-94

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

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

Newsletters and Other Media

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

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

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

Approved: 7-11-22

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 update 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, or employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to,
    1. 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 Kanas law, using the full-time equivalent enrollment of the school district for such required calculations.
    2. District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
    3. The board's policy for the part-time enrollment of students; and
    4. 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: 7-11-22

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: 7-14-25

News Releases

The superintendent or his/her designated representative shall prepare copies of school news releases approved by his/her office for any member of the board upon request.

Approved: 2-14-94

Members of the working press will be admitted free of charge to all athletic, special events, and other activities of the district upon recognition or the presentation of proper credentials.

Press Services

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

Broadcasting and Taping

The superintendent or his/her designee are authorized to approve and establish rules and regulations for the broadcasting and taping of sports and special events activities of the district.

Approved: 2-14-94

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.

Broadcasting and Taping

Members of the broadcast media must notify the superintendent or his/her designee prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved: 2-14-94

KBE Information Campaigns KBE

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

Use of Students

Students will not be used by the board in any capacity to implement any information program of the district, with the exception of notes, attendance center announcements, or related information, which may be sent home via students.

Approved: 2-14-94

KBE-R Information Campaigns KBE-R

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

Approved: 2-14-94

KC 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: 2-10-97

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: 08-11-14

KCB Custodial and Non-Custodial Parent Rights KCB

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

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

Approved: 2-11-19

KDC Solicitations KDC

All persons seeking to sell, solicit, or display an item to any school employee on school premises must first secure permission from the building principal, superintendent, or other designated supervisor before any appointment is made with the vendor. All such appointments thus made will be held at a time approved by the employee's supervisor. All other solicitations of or by district employees are prohibited.

Solicitations by Staff Members

Solicitations of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited.

Solicitations of Staff Members

Solicitations of staff members by any vendor, student, other district employee or patron during normal school hours are prohibited unless permission is granted by the employee's supervisor.

Approved: 2-14-94

Solicitations of Staff Members

All vendors must secure permission from the employee's supervisor to interview a school employee. If any vendor violates this procedure, he/she may be barred from making appointments with school employees. The supervisor may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the

superintendent shall send appropriate notices to each supervisor. The notice will include the name of the vendor, his/her company, and reasons for and length of suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed twelve (12) months from the date of suspension. Said notice will be sent to the vendor in question and to his/her immediate employer.

Approved: 2-14-94

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 designated representative.

Approved: 2-14-94

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: 2-14-94

The purposes of the school volunteer program are:

1. To increase the educational attainment of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement.

General Principles

Volunteer use in USD 428 is at all times guided by the principles and policies of the district.

Volunteers are assigned to a school only upon the request of the teacher or principal.

Volunteers serve only in an auxiliary capacity under the direction and supervision of certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

Effective Use of Volunteers

The use of school volunteers is not new to schools. However, the concept of a school volunteer program as an organized and coordinated activity cooperating with the

administration is new. School volunteers are playing an increasingly vital role in education. They are a vital asset to the schools, for they represent those citizens who translate their concern for students into action. These volunteers are important because they help everyone:

The students, most of all--

by providing opportunities for more individual attention under the direction of certified staff; by enriching curriculum by adding the experience of the volunteer's special interests, hobbies and avocations; and by closing the "generation gap" by providing more opportunities for students and adults to exchange ideas, an important "two-way" fringe benefit.

The teachers--

by relieving them of many necessary chores which take up time that could be used for more important educational purposes;

The administrators--

by assisting with office detail and parent communications; and

The community--

by improving the adult-student ratio in the classroom; by helping students to better understand their community; by enlarging the worlds of both students and volunteers; and by providing communication between the school and the community through positive participation.

Anyone can be a volunteer in education--men, women, or students who are willing to give time and talent to help as a member of the educational team. School volunteers must like people, want to help the school, and have time to devote a few hours a week to the task.

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers are not teachers; they assist teachers and will only be assigned to those staff members who request them. The volunteers will never replace the paid school staff, nor will their presence mean that fewer paid staff members will be needed.

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

School volunteers serving in the district without financial compensation are bound by the policies, rules, and regulations of the district. They, as any other employee, are to be supervised by each building principal.

Approved: 2-14-94

General Guidelines

Each school initiates and directs its volunteer program with the assistance and cooperation of the district central administration. The central office will work closely with the principal and staff in the respective schools to recruit, train, and place volunteers. The success of the advisor depends on the conviction of the administrators and the instructional staff that such a program will be beneficial for the students. The success of the program is dependent on the desire and ability of the instructional staff to use volunteers in education; therefore, cooperation between the district advisor and the individual schools is exceedingly important.

Two types of volunteers are defined:

The service volunteer in education offers assistance on a regularly scheduled basis and can be found anywhere in the schools:

- Compiling the school newsletter, arranging transportation for field trips, supervising the playground or lunchroom, etc;

- Working on a one-to-one or small-group basis in the classroom;
- Assisting the media specialist;
- Assisting with the clerical load of the school; and
- Assisting with the athletic program.

The resource volunteer in education is a recruit who shares talents, conducts demonstrations, or gives special presentations and who usually works with an entire classroom.

The central office administrator will emphasize the line that separates the certified instructional staff from the volunteers. The following instructional tasks are strictly certified-staff responsibilities and are not to be performed by volunteers:

- Diagnosing student needs;
- Prescribing instructional materials;
- Selecting appropriate materials;
- Counseling with students;
- Evaluating student programs and achievement; and
- Initiating or determining the *why*, the *how*, the *where*, and the *when* of any instruction.

The volunteer can be of considerable assistance in accomplishing some tasks; however, it is primarily the teacher's sole duty to initiate and direct such tasks.

The Role of Principal

The principal is a key person in the school volunteer program as the administrator and supervisor of all school activities. It is the principal's responsibility:

- To determine the scope and nature of the volunteer program in the building;
- To designate a staff member within the school to assist with the development of the program;
- To acquaint the staff with the program (goals, services available, ways to use services effectively) with help of the volunteer coordinator and the central office.
- To provide whatever orientation is necessary in the acceptance of volunteers by teachers, students and parents/guardians;
- To provide orientation training, placement, and evaluation within the building with the assistance of the volunteer coordinator, staff, and central office;
- To provide orientation of school policies and procedures to the volunteers;
- To provide access to the faculty lounge and cafeteria or provide them with similar space;
- To provide space within the building for volunteer meetings, bulletin boards, assignment box, materials, etc.;
- To provide a sign-in, sign-out sheet for all volunteers;
- To take responsibility for disseminating information to the volunteer coordinator, volunteers and professional staff; and
- To explore possibilities of providing released time for teacher's initial involvement in the program.

The Role of the School Staff Member

A teacher should take part in the program only because the teacher has a desire to use the volunteer in an effective way. The teacher shall:

- Make requests for volunteer services to the principal;
- Determine what specific duties a volunteer can perform in the particular classroom or department;
- Write a short job description for each volunteer assignment and give specific instructions when assigning tasks to a volunteer;

- Help train and use volunteers in any way that will be helpful to the students;
- Plan ahead to provide meaningful activities for volunteers;
- Help volunteers feel comfortable among the staff and students;
- Meet with volunteers to mutually assess the effectiveness of their services; and
- Have the option to request the principal to reassign any volunteer.

The Role of the Volunteer in Education

- A volunteer cares about people, particularly young people;
- Learns and observes the regulations of the school;
- Is regular and consistent in attendance and notifies the principal or staff member when it is necessary to be late or absent;
- Maintains a professional attitude--does not discuss teacher, student, or school affairs with other people;
- Realizes that school records and relationships between staff members and students are confidential;
- Understands and accepts the students in terms of their own background, values, vocabulary and aspirations;
- Accepts the tasks given by any staff member to whom assigned;
- Knows that every task performed in a school is important to the education of students;
- Realizes the importance of the volunteer's role as an example of behavior, speech, and dresses to the students;
- Understands and appreciates the work of the school staff;
- Stands as one with the staff member;
- Leaves personal pressures and concerns at home;
- Shows patience, tolerance, and understanding;

- Builds self-esteem and self-image as well as skills and ideas in students, and finds something positive to say when working with students;

- Is eager to increase personal competence by attending training sessions and taking advantage of on-the-job training;

- Keeps lines of communication open; discusses problems that arise with the principal or staff member; and

- Works cheerfully and willingly.

Approved: 2-14-94

The facilities and grounds of the school district shall be available for public use when it does not interfere with the established educational programs of the district. Such use shall be without undue additional costs to the district and in accordance with established regulations.

The educational program and activities of all district students shall have first priority for the use of the facilities and grounds.

Facilities and grounds shall have equal access for use by responsible individuals, groups, or organizations for civic, educational, recreational, and entertainment activities.

The facilities and grounds shall also be available to religious groups for activities other than worship services on a temporary basis. Churches may use facilities for worship services in emergency situations on a short-term basis as approved by the office of the superintendent.

District facilities are available for use by permission of the building principal. Individuals, groups, or organizations may use the facility prior to the start of school in the morning (to be determined in each building) and following the dismissal of classes each school day until 4:00 p.m.

The Assistant Superintendent of Business and Operations shall develop a procedure to enable individuals, groups, or organizations that want to make use of facilities after 4:00 p.m. on school days and/or any time on non-school days to schedule the activity in accordance with this procedure. Non-school personnel shall not be issued a school key at any time.

School employees (does not include spouse) shall be allowed to open and close the facility in which they are employed for small group activities in which they are involved. The school employee shall be present during the activity, shall be responsible for any problem that may arise, and shall cover any costs associated with the activity. The principal

of the building and the Assistant Superintendent of Business and Operations shall be informed of these uses.

A school custodian or other school employee shall be on duty and shall oversee the facilities and equipment when used by non-school groups and individual. A school employee may not be required to be on duty when in the principal's opinion it is not necessary.

Rules for Use of School Facilities, Grounds, and Equipment 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 facilities use privileges.

Those using the facilities, grounds, and equipment shall be held responsible for any damage other than normal wear.

Those using the facilities, grounds, and equipment must assume responsibility for injury, etc. The district provides no insurance to cover medical and dental expenses, hospitalization, and disability for individuals using the facilities and grounds. Proof of Liability may be required prior to approval of facility use.

Concession rights are reserved for school groups unless otherwise stipulated. The use of facilities and equipment shall be confined to the area(s) designated in the permit.

Permission must be granted from the appropriate building principal before any district equipment may be removed from the school grounds. Such person shall be held liable for damage to such property.

An adult sponsor must be in attendance at all times and is responsible for the conduct of those using the facility.

Auditorium rental shall include only minimal use of stage lighting and no other changes to facilities or equipment shall be made except as authorized by the principal. Where special lighting or sound equipment is needed, a special charge for operators (school personnel) and equipment shall be made.

Individuals, groups, or organizations using a facility shall be responsible for making certain the area is clear of trash and other debris that may have accumulated as a result of the group's activities.

School Activities

School activities have precedence, and as much notice as possible shall be given in the event a non-school activity must be canceled.

PTA activities are considered school activities and shall be arranged by the principal. No fee shall be charged.

Lease Arrangements

The board shall approve any lease arrangements.

Application for Use of School Facilities / Fees

All uses of facilities (outlined above) must be scheduled and arranged through the office of the Assistant Superintendent of Business and Operations. Such uses shall be recorded on the master calendar in the central office and on each building calendar. The board shall establish reasonable fees and/or rental charges for use of any school facility or school grounds. Fees will cover costs of wages of school personnel involved and utilities.

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 school 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: 01-12-26

USD 428 reserves the right to use the gym for school purposes first at all times.

Please check with the school secretary for possible changes.

POLICY FOR USE OF USD 428 BUILDINGS

Ref. BOE Policy KG
Revised January 12, 2026

1.0 Application for the use of facilities must be submitted in writing to the District Education Center at least seven (7) days prior to the requested date of use.

2.0 Use of the facilities by other than school groups will be restricted to such times when no conflict exists with school use of facilities. At all times it must be understood that the primary use of school buildings is for the educational programs of the distinct.

3.0 School authorities reserve the right to refuse use of school facilities to any group.

4.0 Outside events can be cancelled by USD 428 at any time. When possible, adequate notice of cancellations will be afforded the renting organization.

5.0 The school district reserves the right to assign a district employee to be present during the requested use period. There is a fee charged for the employees' assigned time, and this assignment will be at the cost of the using organization.

6.0 Proof of Liability Insurance may be required prior to approval for facility use.

7.0 Sponsoring organizations must name an individual who will be in charge of the activity or event, and participants will not be admitted to the facility until the adult supervisor is present. The sponsoring organization, who assumes full responsibility for damages to the school property or loss of school equipment or furnishings, should realize that it has an obligation in the proper administration of the activity and should keep in mind the following:

7.1 Use only necessary lights.
7.2 Turn off all water when not needed.
7.3 Do not adjust thermostats.
7.4 Keep street shoes off wood gym floors.
7.5 Return all disarranged furniture to original position.
7.6 Close all windows and doors when leaving.
7.7 Enforce the rule of no smoking, alcohol, controlled substances, or illicit drugs on the premises.
7.8 Know that USD 428 is not responsible for damage to or theft of private property.
7.9 It is the responsibility of the using organization to set all building alarm systems.

8.0 Subcontracting or transferring the facility use to a third party will not be permitted.

9.0 If a custodian is requested or required by USD 428, an $18.00 per-hour fee will be paid directly, by check, to Unified School District 428.

10.0 Custodial time shall begin thirty (30) minutes before and shall end thirty (30) minutes after the approved activity, with a minimum time of two hours.

POLICY FOR USE OF USD 428 BUILDINGS (continued)

11.0 A requesting organization whose members are charged a participation fee shall be considered a fee user for USD 428 purposes.

12.0 The Great Bend Recreation Commission, churches, and incorporated nonprofit organizations from within USD 428, may be granted permission to use school district facilities without charge (except for a utility fee of $2.00 per hour for elementary schools and $4.00 per hour for secondary schools, subject to assessment after 5:00 p.m., on scheduled school days and on weekends during the regularly scheduled school year) or custodial fee by posting a key deposit of $75.00 with the district. The key fee will be refunded after return of the key and after deductions for damages, if any damages have been inflicted upon the facility.

13.0 Nonprofit organizations hosting athletic tournaments will be assessed user fees when admission is charged or donations are sought from attendees and/or when concession stand(s) are operated. The fee under these circumstances, even if participating students are primarily students of USD 428, is noted in the Fee Schedule section, Group III.

14.0 Athletics / activities practices by no-profit organizations will be limited to ninety (90) minutes in length and will end (evacuate building) by 9:00 p.m.

15.0 Payment for use of school facilities will be made in advance. All checks for applicable fees are to be made payable to USD 428. Cash payments will not be accepted.

16.0 The above are guidelines which will be in effect. USD 428 reserves the right to make such changes as necessary due to the wide variation in types of events for which school property requests have been made.

SUMMARY OF FEE SCHEDULE

GROUP I: **School-related organizations**.

GROUP II: **Non-profit organizations** with the majority of members residing in USD 428 may use district-owned facilities at the rates shown on the Fee Schedule.

GROUP III: **Profit-making organizations** in USD 428 will not be granted permission to use district facilities unless approved by the Board of Education. If permission is granted by the Board, the fee structure will be altered. A fee of $500.00 per event per day will be charged. The regular fee for usage will be assessed for each rehearsal.

GROUP IV: **Summer activity camps** will be handled on an individual basis. Applications for use must be made to the District Education Center. The individuals sponsoring such camps will be required to pay $25.00 per day to the Board of Education for use of the district's facilities during the regular work day of 7:00 a.m., to 4:00 p.m. Monday through Friday. In addition to the daily rate of $25.00, a fee of $10.00 per hour or fraction thereof will be charged for use of the facilities beyond the regular work day and / or on week ends or holidays. Any additional fees will be billed after completion of the camp. The district will not furnish supplies.

(See *Fee Schedule* on the following page.)

FEE SCHEDULE

Facility		$ Per Hour	Minimum Charge
Auditoriums:			
High School			
	Performance	$25.00	$40.00
	Practice	8.00	24.00
Middle School			
	Performance	$20.00	$35.00
	Practice	8.00	24.00
Gymnasiums:			
High School			
	Performance	$30.00	$45.00
	Practice	8.00	25.00
	Set Up	10.00	30.00
	Security	Provided by renter, with approval of rentee.	
Middle School			
	Performance	$25.00	$40.00
	Practice	8.00	24.00
	Set Up	10.00	30.00
	Security	Provided by renter, with approval of rentee.	
Cafeterias and Kitchen:			
	Central Kitchen	$35.00	$70.00
	High School	25.00	40.00
	Middle School	25.00	40.00
Other Rooms / Areas:			
	Multi-Purpose Rooms	$20.00	$30.00
	Classrooms	10.00	15.00
	V-Room	15.00	25.00
Stadium:			
	Stadium Without Lights	$50.00	$ 75.00
	Stadium With Lights	75.00	120.00
	Combination	62.50	97.50
	Security	Provided by renter, with approval of rentee.	
Other Facilities:			
	Sunday School classes may use classrooms on a temporary basis for $5.00 per room per Sunday.		

FEES RESULTING FROM FALSE ALARM(S) ON BUILDING SECURITY SYSTEMS WILL BE THE RESPONSIBILITY OF THE RENTING ORGANIZATION.

Approved 01-12-26

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment approved by the Board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the District Office and will be refunded when the property or equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of district personal property or 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 district personal property or 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 district personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

Personal Use

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

superintendent for personal reasons at school or away from its designated location without the prior approval of the Board of Education.

Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved: 7-11-22

A memorial is intended to bring closure to a period grieving and serves as a point from which healing may begin. Memorials should reflect the needs of the school community while being respectful of the deceased individual's family and friends. The Board of Education is mindful of the precedent that is being set with each memorial and the potential long-term implications of each memorial. The purpose of this policy is to have many decisions made, in a dispassionate environment, prior to the crisis event.

Use of School Facilities/Grounds for Memorial Services and Funerals

The primary purpose of school facilities and grounds is to support the educational and extra-curricular endeavors of all students. It is the intent of the Great Bend USD 428 Board of Education to maintain all facilities and grounds for this purpose and to give first priority to these endeavors.

Furthermore, the Board of Education believes learning takes place best in an environment protected from undue emotional stress. Therefore, the regular school day will not be shortened or dismissed in order for students and staff to attend a funeral or memorial service. Students who wish to attend funerals or memorial services will be released with parental permission. In that same vein, school activities and games will continue as scheduled except when the Superintendent, in the event of a catastrophic event (such as an accident with multiple student/staff deaths), determines that such activities would be inappropriate.

It is the belief of the school district that using school grounds or facilities for memorial and/or funeral services is not in the best interest of all students. Therefore, the granting of

such requests during school time is prohibited. Requests for use of school grounds or facilities for such purposes after school and on weekends will be discouraged.

Memorials

The Great Bend USD 428 Board of Education recognizes that memorials established upon school district property must be proposed, reviewed, and adopted cognizant of the concepts of the following: equality; proper concern for all students, staff, and community members; appropriateness of the memorial; and best usage of available property. The school board or its designee reserves the right to accept or deny any memorial gift.

Great Bend USD 428 has an established Educational Foundation. One purpose of the Foundation is for receiving and administering monetary memorials given in memory of an alumnus, student, or staff member. This is the preferred method of establishing memorials.

Other appropriate memorials:

1. Scholarships and endowments in memory of a deceased student or staff member.
2. Donated books, CD's, videos, or other materials recommended by the principal and the Assistant Superintendent of Curriculum. These educational materials may have wording limited to "Donated in Memory of …" on the item. Disposal of the donated item, due to its being outdated or obsolete, is at the discretion of the school principal. If disposal has been determined, the item may be offered to the family of the deceased.
3. Permanent items (benches, picnic tables, playground equipment, etc.) may be purchased and placed in a location specified by the Assistant Superintendent of Business and Operations. A plaque with wording limited to "Donated in Memory of …" may be affixed to the structure. Disposal of the donated item, due to its being outdated or obsolete, is at the discretion of the school principal. If disposal has been determined, the item may be offered to the family of the deceased.
4. Trees, shrubs, or other perennials on school grounds may be permitted provided that the location has received prior approval from the Assistant Superintendent of Business and Operations. It will be with the understanding that the plant may not survive weather conditions and may be removed if deemed appropriate and necessary for the overall operation and plan of the school.
5. A flower bouquet may be on display at graduation ceremonies in a location deemed appropriate by the high school principal acknowledging that it is "In memory of all

deceased students who were a part of this graduating class." This will be done only if requested by the parent(s) / guardians(s) of one of the deceased students.

Inappropriate memorials include but are not limited to information below.

1. Plaques, pictures and other memorabilia in memory of the deceased may not be placed in any attendance center or on the grounds.
2. Memorial pages dedicated to the deceased will not be printed in student yearbooks, the student newspaper, or other student publication(s).
3. At the request of the parent/guardian of a deceased student, a photo of the deceased may be placed alphabetically in the yearbook on the photo page of the relevant class. Picture size is the same other students' pictures; and wording is limited to "In memory of……".

Existing Memorials

Any memorial in existence at the time of the adoption of this policy or in the future, whether in compliance with this policy or not, may be removed five years after the death of the student/staff member and offered to the family.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to their school or the school system. The board shall consider naming requests after they are recommended by the superintendent.

The board reserves the right to change the name of any activity facility or building.

Approved: 08-12-13

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

Approved: 2-14-94

A deposit fee established by the Assistant Superintendent of Business and Operations must be made before any school equipment may be removed from the school grounds. The deposit will be given to the appropriate building principal and will be returned when the equipment is returned and deemed to be in working order.

Approved: 2-14-94

Requests for use of district football equipment (including but not limited to football helmets, football shoulder pads, and other protective equipment) by students or former students who participated in district activities the previous school year may be submitted to the superintendent or the high school activities office. Any football equipment request shall be granted or denied pursuant to use guidelines developed by the administrator and approved by the board, and equipment must be returned in the same condition or must pay replacement cost of the equipment.

The *Football Equipment Check-Out and Release-From-Liability Form* must be completed and submitted by the qualifying student or former student if eighteen (18) years of age or older or by the parent of a student under eighteen (18) years of age.

Personal Use

No district football 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 the activities director.

Approved: 04-14-08

Unified School District 428
Great Bend, Kansas

FOOTBALL EQUIPMENT CHECK-OUT AND RELEASE-FROM-LIABILITY FORM

(Reference BOE Policy KGAE)

This permit authorizes use of the school sports equipment as listed. The form signer agrees to accept responsibility for care of the equipment and compliance with school board policy KGAE.

Person to Whom Issued: _____

Address: _____

Telephone Number: _____ Group or Organization Represented: _____

Equipment Needed: _____

_____

Date(s) of Use: _____ Start Time: _____ End Time: _____

Insurance and Other Special District Requirements for Use: _____

_____

Amount(s) Paid: _____ Date: _____

Principal/Activities Director Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment (student 18 years of age or older or parent of student under age 18). Please read all provisions and guidelines related to this agreement.

I have read the equipment use agreement and guidelines, and I agree that I will be responsible for full compliance. I agree to hold USD 428, its staff, board members and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 428.

Signature of Approved Borrower:

_____ _____
Student / Former Student 18 Years of Age or Older Date

_____ _____
Parent / Guardian of Student Under 18 Years of Age Date

1st copy: Requester's copy
2nd copy: Building Principal
3rd copy: Dist Ed. Center

4/14/08

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 administration 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: 7-14-2025

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 either by any student, staff member, or parent toward a student or by a student, staff member or parent toward 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: 07-11-22

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

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

Possession of a Firearm

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

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

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

Approved: 08-10-15

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: 08-11-14

The board will consider the acceptance of gifts from the public.

Gifts to Schools (Cf. JL)

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

Approved: 2-14-94

Gifts to Schools

Persons or organizations desiring to make gifts to the schools should contact the superintendent or designated representative to obtain board approval.

Approved: 2-14-94

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

Materials Produced by Outside Groups -- Including Religious Materials

The principal may establish rules and regulations which control the time, place, and manner in which nonschool / 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 nonschool 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 approval of the board**.** Advertising in student publications shall be regulated by rules and regulations developed by the superintendent or designated representative. 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, organization, or vendors for the purpose of distributing materials.

Approved: 12-11-06

UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas

Reference: BOE Policy KI: ***Distributing Materials in Schools***

PERMISSION TO DISTRIBUTE MATERIALS IN SCHOOLS

The following item(s) may be distributed:

_____
_____
_____

Time**:** On_____(date) only between the hours of_____ and _____.

Place**:** _____, a site set for the purpose of distribution of approved materials.

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

Signature of administrator:

_____ Date signed _____

Signature of representative of group or individual who produced the material:

_____ Date signed _____

BOE approved: 12-11-06

Except when disposing of a building as defined herein, 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 purposes of this policy, terms have the following meanings.

"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" means 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 state the legislature's intention that the state acquire the building in the following manner. Such concurrent resolution shall include:

The name of the school district that owns such building;

the information contained in the written notice as outlined 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 coordinating 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.

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 state agency legislature does not adopt a concurrent resolution as described herein within the 45-day period or if the does not take title to the property within the 180-day period or any extension thereof, then 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: 7-8-24

Public records of the district, as defined in current law, shall be open to the public for inspection or copying as provided in said statute and in accordance with this policy and the procedures set forth herein.

Approved: 2-14-94

Definitions

For purposes of this policy, the following terms shall be defined as follows:

(a) Public records - shall mean all recorded information that is made, maintained or kept by, or is in the possession of the school district, except such records as are excluded by the provisions of federal laws or state statutes.

(b) Business day - shall mean any day other than Saturday or Sunday when school is in session, including summer school. Whenever the school central office is closed on school vacation days (summer, Christmas, and spring breaks) which are normal business days for the community, the central office shall be posted with the telephone number of an available school administrator who will accept a request for access to records.

(c) Normal business hours - shall mean 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. of any business day.

(d) Official custodian - shall mean the superintendent, whose office is located at 1809 24th Street, Great Bend, Kansas.

(e) Custodian - shall mean the superintendent or designated representative to carry out the duties of the superintendent with regard to public records, who shall be available at the office of the superintendent during normal business hours.

Rules and Procedures

1. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

2. Public records may be inspected by any person so requesting during normal business hours or any business day. In the event the office where such records are located is not open during normal business hours, the custodian will, upon request, establish a specific time for the inspection and/or copying, which time shall be as soon as practicable, but in no event later than three (3) business days following receipt of the request.

3. All requests for inspection or copying of public records shall be made to the official custodian, or in the absence thereof, to any custodian designated by the official custodian. If a request is made to any employee of the district who is not the official custodian or a designated custodian, such employee shall furnish to the requester the name and location of the official custodian.

4. Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public records is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for the denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester not later than the end of the third day following the date that the request for the statement is received.

5. The custodian may refuse to provide access to a public record, or permit inspection and/or copying, if a request places an unreasonable burden in producing public records or if a custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district.

6. If the request is for copies of public records, the request must be in writing and shall state the name and address of the requester and a description of the records of which copies are being requested. A copying fee of $.10 per copy shall be assessed and paid in advance by the requester. If a request for inspection and/or copying of a public record involves the collection of assimilation of voluminous records or the search of records to locate the requested information, an additional charge may be assessed to the requester in an amount equal to the hourly rate of the staff personnel supervising the copying or assimilating the requested information. All charges or fees collected shall be remitted at least monthly to the treasurer of the school district and shall be credited to the general fund.

7. Inspection or copying of public records shall be made while the records are in the possession, custody, and control of the custodian or a person designated by the custodian and shall be made under the supervision of the custodian or such person.

8. Upon the request of any person, a copy of this policy will be provided to the person requesting the same. No charge shall be made by the district for providing the copy of this policy.

Approved: 2-14-94

KM Visitors to the School KM

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

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

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

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: 1-12-2026

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: 8-10-20

KMB Patron/Parent/Guardian Visitors to the Schools KMB

The board encourages its patrons and parents/guardians to visit the district schools, supportive school departments, and classrooms. However, not every day is the most advantageous time for a parent/guardian to view actual instruction or student activity. For example, students may be taking standardized tests. For that reason, the following rules are adopted by the board to make patron/parent/guardian visitations most profitable to each patron/parent/guardian. Violators of this board policy and its rules may be subject to the state trespass laws. (Cf. KM)

Approved: 08-10-20

KMB-R Patron/Parent/Guardian Visitors to the Schools KMB-R

Patron/parent/guardian visits shall be made in accordance with the following guidelines:

- Patron/parent/guardian visits shall be scheduled with the teacher and the building principal.
- The principal or designated representative shall accompany the patron/parent/guardian on the visit if the patron/parent/guardian so desires.
- Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility.
- Patrons/parents/guardians shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.
- If a school visit leaves a patron/parent/guardian with a concern, this concern shall initially be discussed *only* with the building principal or superintendent.
- Board members who have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator shall make it clear that they are speaking and/or visiting as a parent/guardian and not as a member of the board.

Approved: 2-14-94

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 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 complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a 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 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 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.

Appeal Procedures

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 a 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 its 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 and JGEC and shall be directed to the Title IX Coordinator. The assistant superintendent and the director of special services are the designated Title IX coordinators for USD 428.

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. The assistant superintendent and the director of special services have 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 *(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 *(See IF)*

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly 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.

Complaints About School Rules

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 ten (10) days after the complaint is filed.

Approved: 7-14-25

U.S.D. No. 428
Complaint Form

The policies of Board of Education of U.S.D. No. 428 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

KNA Complaints Regarding Child Nutrition Program 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. The USD 428 Director of Food Service 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

Approved: 8-10-20