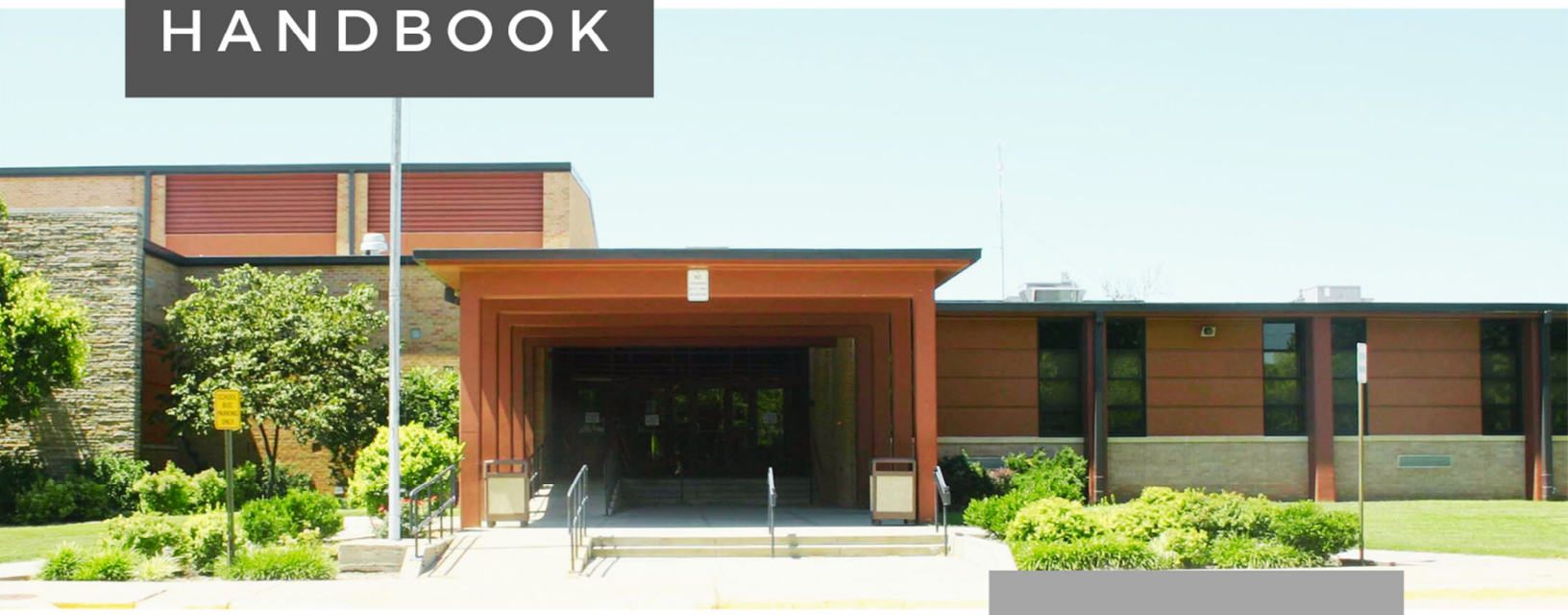
GB MS

1919 Harrison St
Great Bend, KS
620-793-1510
Fax: 620-793-1549

STAFF HANDBOOK



2025 - 2026

GREAT BEND
PUBLIC SCHOOLS • USD 428

The Great Bend Public Schools do not discriminate on the basis of race, color, national origin, sex, handicap/disability, age, or religion.
Persons having inquiries may contact the ADA and Section 504 Coordinator, at 620-793-1500.

Great Bend Middle School
Teacher Handbook
2025-2026

Unified School District #428

Superintendent of Schools ..... Khris Thexton

Assistant Superintendent - Business & Operations ..... John Popp

Assistant Superintendent - Curriculum & Instruction ..... JoAnn Blevins

BOARD OF EDUCATION - USD #428

Chad Burroughs
Jacquie Disque
Aaron Emerson
Deanna Essmiller
Karen Lindberg
Randy Wetzel
Sara Williams

Great Bend Middle School

1919 Harrison Street
Great Bend, KS 67530
(620) 793-1510

Principal: Myron Ellegood
Assistant Principal: Tanner Davis

Accidents

Any accident on school property that requires more than basic first aid shall be evaluated by the school nurse or designee. An accident report needs to be filled out at the time of the accident by the person who witnessed the accident. Witness statements may be filled out if more than one person witnessed the accident.

Accidents include, but are not limited to:

- injuries that will require further care at home
- any cut that may require sutures
- bleeding that does not stop after application of firm and steady pressure
- joint injuries (including possible sprains/strains)
- any injury near the eye or ear
- all injuries involving the head, neck, or spine
- any suspected bone break
- all human or animal bites
- falls from an elevated surface
- significant blow to the head or face

Nurse Referrals

A nurse referral form must be completed and sent with students to the office prior to being seen. Students will not be seen without a completed nurse referral. If the office visit is a result of an accident the student will be seen, and a completed accident form will replace the nurse referral form.

Appearance

Teachers should accept the responsibility to ensure that their grooming habits and dress are appropriate for the educational setting in which they work. They should present a neat and clean professional appearance while on duty and working with students or the public.

Assemblies

Assemblies will be held from time to time as scheduled.

•The purpose of assemblies is to enrich the personal lives of students.

•Teachers are expected to be at all assemblies and to be on time.

•Each teacher is responsible for the conduct of the students. Instruct them concerning proper conduct in assemblies and consult with them whenever necessary.

Assembly dates will be put on the calendar and will be included in the daily bulletin. An announcement will be made over the intercom when it is time to come for an assembly.

Alarm

Each school is secured by an alarm system maintained by Dayton Security. If you have questions on how to set or turn off the system, please ask.

The alarm will be set by the custodian when he or she leaves for the evening and will be turned off by the custodian when he or she arrives the next morning.

Be sure to sign in by the alarm if you come into the building after the custodian has left. The staff is responsible for setting the alarm when you exit the building if it is after the custodian has left.

Alarm Set: 10:00 p.m.
Alarm Off: 6:30 a.m.

Attendance (Students)

Instructors are required take attendance every hour and submit on a computer by using the Skyward program.

Tardies

Prompt arrival at school is expected of all students. Late arrival disrupts a class and causes loss of instructional time. Any student who arrives at school after 8:05 A.M. is considered tardy. Students must check in the office upon arrival. Students who have an unexcused tardy to first hour may be assigned an office detention by administration. All other unexcused tardies will have the following consequences assigned by the teacher: 1st offense=warning, 2nd=detention, 3rd=call home and detention, and 4th=written office referral.

Before School

Students are to go directly to the gym if they arrive before 7:55 a.m. The gym will be supervised from 7:15 - 7:55 a.m. Students will be dismissed at 7:55 a.m. from the gym to go to their classrooms. At 7:55 a.m. teachers are to be at the classroom door or in the hallway to help supervise students as they come to the classrooms. *Please see page 8 for the Morning Hall Duties.*

Change of Address/Telephone

In order for schools to handle emergencies, maintain communication, and keep records current, all staff members should notify the school office and the District Education Center as soon as possible after any change of address or telephone number occurs.

Crisis Plan

Each building has a crisis plan which will be discussed at the beginning of each school year and reviewed throughout the year as needed. Safety of students and staff is essential to an excellent learning environment.

Dress Code (Student)

Teachers who observe students whose dress may be in violation of the student dress code should contact the office. The building principal or assistant principal will follow-up as time permits.

Cancellation of School

On those occasions where it is necessary to dismiss school because of adverse weather conditions, school closings will be announced on the following radio and television stations:

KVGB 1590 AM
KHOK 101.7 FM
KZLS 107.9 FM
B104 104.3 FM
KGBL 106.FM
KSNC-TV Channel 2 (Cox Cable Channel 3)
USD 428 Channel 21 (Cox Cable)

The Board of Education and administrators are aware of the hardship which can be caused by abrupt cancellation of schools. Accordingly, schools will not be cancelled unless the weather or other conditions pose a significant safety risk.

Anytime parents or legal guardians consider weather conditions unsafe, they may come to the school office and request dismissal of their children.

Classroom Management Plan

Each teacher is required to develop and submit to the building principal a classroom management plan which includes the following:

- Behavior Expectations
- Consequences
- Positive Reinforcement
- Daily Schedules
- Classroom Procedures
- Plans for Makeup Work
- Late Paper Policy
- Any other pertinent information about the classroom procedures.

This classroom management plan is due in the principal's office by the end of the second week of school.

Visitors

All visitors to the building are to check in at the office. Visitors who check in at the office will be given a Visitor's Pass. It is appropriate for staff members to ask visitors to the building who are not wearing a Visitor's Pass if they have checked in at the office.

Child Abuse

By statute, any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the Kansas Department for Children and Families (DCF) 1-800-922-5330 or to the local law enforcement agency if the DCF office is not open.

To comply with the child abuse law, any teacher or school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the prescribed manner.

It is recommended that any employee of the district who suspects abuse or neglect report his/her suspicions to the building principal. The principal will confer with the school's guidance counselor, school psychologist, and other faculty as warranted, and will then notify the local DCF office. At no time shall the principal or any other staff members prevent or interfere with the intent of making a report of suspected child abuse.

Any physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that a child has been abused or neglected.

What to Include in a Report

As much of the following information shall be given in the initial report to DCF: name, address, and age of the student; name and address of parent/ guardians; nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

DCF Access to Students on School Premises

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by DCF representatives on school premises

Cooperation between DCF and Schools

Elementary and secondary schools, DCF, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, law enforcement officers shall not be in uniform when on school premises for the purposes of investigating a report of suspected child abuse or neglect.

Emergency Situations

An emergency situation includes, but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment, marks of abuse, or overt behavior changes.

Good Faith Protection

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Duty Day

The regular duty day for middle school teachers begins thirty (30) minutes before the first instructional period and ends thirty (30) minutes after the last instructional period. For the 2024-2025 school year, the regular duty day for middle school teachers is 7:35 a.m. - 3:55 p.m. If it is necessary for a teacher to leave the building during the duty day, she or he is expected to contact the Building Administrator prior to leaving the building.

Computers

Teachers should properly store and maintain all computers and printers. If a computer or printer is not working properly, please contact the building technology representative. The building technology representative will assist with minor troubleshooting and will make a determination as to whether or not district technology assistance will be required. If assistance from district technology specialists is needed, the appropriate procedure is to report Computer Repair/Work to the District Office by emailing Ryan Axman at ryan.axman@usd428.net.

Confidentiality

All student records are confidential. Care is to be taken at all times to maintain the confidentiality of student records. Before volunteering information about a student to someone outside of the school district, efforts must be made to make sure that a "Release of Information" form has been signed by the parent authorizing such disclosure.

Conflict of Interest

District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other such item which would directly or indirectly benefit said school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. If the employee fails to comply, the board may suspend or terminate the employee, as facts of the investigation dictate, pursuant to the provisions of GBK-R.

Copy Machines, Copyrights, and Copy Requests

USD 428 abides by copyright laws. Do not reproduce materials without proper written permission from the publisher.

Please make sure that everything that is copied has a legitimate educational purpose and is necessary.

Photocopying equipment in individual buildings will be available for duplicating instructional materials for teachers ***on a limited basis***.

Classroom sets of materials and extended runs are to be sent to the Copy Center at the District Education Center. Please plan ahead. Every effort will be made to have instructional materials submitted by teachers to the Copy Center copied and returned to teachers by the next school day. It is recommended, however, that teachers submit materials to the Copy Center at least three days in advance.

(Copy Machines, Copyrights, and Copy Requests cont.)

All copies submitted to the Copy Center are to be accompanied by a completed Copy Request Form signed by the teacher ~~and building principal~~. All materials submitted to the Copy Center are to be *camera ready*. Please do not submit materials that are taped or pasted together.

All copies made at the Copy Center will be made with white paper unless there is a legitimate educational reason for color copies. Because of the additional costs of colored paper, requests to use colored paper will be held to a minimum.

Disciplinary Policy

Each school has established a disciplinary policy. Contact the school office for a printed copy of that policy.

Notification of Police

Possession of weapons, use and or sale of illegal drugs, and assault will be reported by the building principal to the Great Bend Police Department. The School Liaison / DARE officer is willing to come to the school and visit with any student you deem might benefit from such a visit.

Custodial

The custodian is in charge of the daily cleaning of classrooms and building. There are, however, many ways that everyone can help in keeping the building neat and orderly.

1. Encourage students to clean up their area at the end of the day. Having books and supplies off the floor is especially important.
2. Having designated places for supplies, equipment, coats, book bags, projects, and so on.
3. When a class of students has finished using the rest rooms, have a student or yourself do a quick check to see that the rest rooms are left in good condition.
4. Give positive reinforcement to any student you see picking up trash or assisting with custodial duties in any way.
5. Be a good role model for the students.
6. Be sure to sign in by the alarm when working after hours. The last person leaving the building in the evening is responsible for setting the alarm.
7. Use extra care in the classroom when students are allowed to eat and/or drink.
8. Notify the custodian *IMMEDIATELY* if a spill occurs. Many stains can "set" if not promptly and properly treated.

Staff Protection / Self Defense

Each staff member bears a responsibility for maintaining proper control and discipline in the school. Staff members may use reasonable force as necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects in the possession of or in the control of a student or others.

Discipline

Good discipline is essential in promoting an atmosphere conducive to learning. Discipline is a shared responsibility — shared by the student, the school staff, and the parents.

Every staff member is expected to implement and support the building, classroom, and school grounds behavior expectations and rules.

Good behavior is the result of positive choices. Schools must give students the opportunity to succeed in social situations, as well as in academic areas. A positive school climate is achieved when parents, staff, and students work together to ensure that an environment conducive to learning is found. This environment must be safe from physical and emotional injury. Learning rights, respect, and responsibility is important for every student and staff member.

The key to good behavior is fairness and consistency. Students will be taught that responsible decision making reduces problems. Discussion opportunities for understanding and problem solving will be provided for students. Consequences for improper behavior will be administered for understanding, will be fairly treated, and will provide an opportunity for the student to learn alternative solutions for behavior problems. To accept the responsibility for his/her behavior and to achieve and utilize self-discipline are the ultimate aims for everyone at school.

In all areas of the school and on any school property or while attending district sponsored activities, ALL GBMS STUDENTS ARE EXPECTED TO:

- Be Safe!
- Be Respectful!
- Be Responsible!

A definition of what safe, respectful, and responsible looks like at GBMS will be taught and modeled for students throughout the school year.

Faculty Meetings

Faculty meetings will be held on a regular basis. It is an expectation of contract that all faculty attend. Please notify the principal if you must be absent from a faculty meeting.

School Safety Procedures
The Regular Classroom

The signal to start the lock down is "Classroom Lockdown".

Step One: The instructor should immediately lock the classroom door, drop safety shades, and move the students to the designated safety area in the room.

Step Two: The instructor should have the grade book and attendance roster in his/her possession.

Step Three: The students and the instructor should stay in the room until the instructor hears directly from the office. Instructors and students should use no communication devices at any time.

Multi-purpose areas such as gymnasiums, commons area, library, restrooms and hallways

All students and staff must go to the nearest lock down area. Example: gym to locker room, commons area to locker rooms, library to workroom, and hallways to the nearest classroom.

The instructor/school employee needs to lock the door, drop the shades and move all students to the designated safety area in the room. The adult in charge should build a roster of individuals in the room so that all students can be accounted for.

Outside Areas

The adult in charge must have the students move either inside the building or away from campus to a designated safety area. (Teacher discretion needs to be used depending upon the nature of the incident.)

When everybody is in a safe area, the adult in charge should build a roster of individuals in his/her care so that all students can be accounted for.

School Safety

It is important that all instructors/staff are out in the hallway during passing periods and before and after school. If there are individuals in the building without I.D. cards, instructors/staff should politely ask them to go check in

the office.

If an individual see or hears about things that could lead to a crisis, he/she must contact the office immediately. The message needs to be clear and direct. Instructors/staff also need to contact the office if doors are open that shouldn't be and if there are unusual movements by students. Prevention is the best tool.

In most recent cases, there were individuals who knew or were aware of plans or threats before the incidents occurred. All rumors, gossip, or threats should be taken seriously.

It is important that all instructors keep their attendance/rosters up to date on a daily basis. Instructors should lock their classroom doors when they are not in the classroom.

Subfolders should contain safety procedures.

If a Crisis Would Occur

In case of a crisis, USD 428 has already designated a spokesperson to meet with the media and give press releases. School district employees should refer all inquiries about the incident to the USD 428 spokesperson.

It is important that all staff stay calm and talk in a positive manner to the students. It is not a time for rumors or gossip.

After an incident, the school administration will hold a debriefing as soon as possible to clarify information.

Human Sexuality and AIDS Education Curriculum

Please refer to the USD 428 Human Sexuality and AIDS Education Curriculum guide before teaching anything related to this subject area. Parents do have a right to opt to exclude their students from all or some topics. Some parents do sign the Opt-Out form. Please check with the office before starting this unit. In addition, notice should be sent home to parents informing them that this curriculum is soon to be taught. The curriculum guides can and should be made available to any parent who wishes to review the goals and objectives of the program. Only materials approved by the Healthy Living Committee are to be used. These materials may also be previewed by parents.

Field Trips

A field trip is an excursion which meets the following three conditions:

1. it requires students to leave school grounds;
2. it is an experiential extension of a class in which the student is enrolled; and
3. it may have transportation provided.

Sponsors need to obtain administrator approval for field trips well in advance of the scheduled date of the field trip. Before approving a field trip, building principals must consider:

- does the field trip fit into the district curriculum?
- does the field trip fit into the school's improvement plan?
- money been secured from a grant or building budget to pay for expenses?

A "Request for Transportation" form must be submitted to the District Education Center no later than two weeks prior to the scheduled date of the field trip. Parent permission forms must be signed and returned for all students going on the field trip. Provisions must be made for instruction and supervision for students who do not return signed parent permission forms. Students are responsible for making up work missed in other classes.

All field trips must be adequately supervised. All sponsors, including parent and volunteer sponsors, must be approved by the building administrator in advance.

In-District Mail System

The district maintains an in-district mail system which routes mail by courier between buildings within the district. During the school year, in-district mail will be picked up twice each day.

Grading Scale

The USD 428 grading scale for grades 7-8 is
A-Superior 100-90
B-Above Average 89-80
C-Average 79-70
D-Below Average 69-60
F-Failing 59-0
I-Incomplete

Gifts by Staff Members

Staff members are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation or a class- or school-sponsored activity unless approved by the superintendent or the employee's supervisor.

Gifts to Staff Members

Staff members are prohibited from receiving personal gifts from vendors, salespersons, or other such representatives. Gifts that are premiums resulting from district purchases are the property of the school district and must be reported to the superintendent.

Laminating

Laminators are available at the Parent Teacher Resource Center.

Solicitations by Supervisors

Solicitations of school employees by supervisors during regular school hours for any reason other than school-sponsored activities is prohibited.

Purchase Orders

NO purchases are to be made without an approved purchase order.

Medical/Behavior Survey Forms

All medical/behavior survey forms pertaining to an individual student are to be sent directly from the professional's (e.g., doctor or lawyer) office to the attendance center where the student is enrolled. Survey forms sent to attendance centers need to be accompanied by a Parent/Guardian Request for Access to Educational Records form. Upon completion of the medical/behavior survey, the school attendance center will return the survey directly to the professional's office.

All medical/behavior surveys sent to attendance centers will be filled out in accordance with the following:

- the information requested should be limited to behaviors that can be observed in the school setting
- the instructor will fill out the surveys based on the age level and grade level of the student.

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.

Emergency Evacuation Plan for Disabled Persons

<u>Fire Evacuation</u>

- Mobility impaired occupants will leave the building through the nearest outdoor exit.
- The principal, assistant principal, or custodian will be responsible for the safety of the mobility impaired students. If the student is unable to use a wheelchair or crutches, the student will be carried out of the building.

<u>Tornado</u>

- In the event of a tornado, mobility

impaired students will be moved to the same designated areas used by all other students.

- The principal, assistant principal, or custodian will be responsible for the safety of the mobility impaired students. If the student is unable to use a wheelchair or crutches, the student will be carried to the designated area.

Medication

The school nurse will communicate any health concerns with classroom teachers and asks that classroom teachers make her aware of any health conditions that parents or students share with them.

Students may not take or be given medication in the classroom. Before a student can take or be given medication at school, the parent must contact the office and appropriate authorization forms must be on file. All student medications are to be left in the office. Cough drops may be allowed, but inhalers should be brought to the attention of the school nurse and decisions about whether they will be kept in the classroom or left in the office will be made on an individual basis.

Resource Speakers

All resource speakers are subject to approval by the building administrator. Permission to invite a resource speaker into the school should be secured ahead of time.

The ideas presented and the resource person invited to speak shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speaker shall be given a copy of the policy and rules pertaining to resource speakers and speakers shall agree to abide by these regulations. These regulations include:

-Profanity, vulgarity, and lewd comments are prohibited; any language that calls for a student strike or any language that may incite a riot or otherwise influence student to behave in an unlawful manner is prohibited; and, smoking is not permitted while speaking or consulting with students.

The teacher/sponsor or any member of the school administration responsible for inviting the resource speaker or supervising a student meeting under the provisions of JJA has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his or her conduct, is judged to have disregarded the agreement to abide by these regulations.

Student Supervision

Staff who are assigned students have a responsibility to adequately supervise the students in their care. Students should never be left unattended.

Students Leaving During the School Day

Students will be released to their parents/guardians or other designated adults. Students will be released to the responsible party ONLY through the school office. The parent/guardian will call the office when they arrive at GBMS and the office will call the student to the office and send them out.

Staff Workroom

The staff workroom is for staff use. It is everyone's responsibility to keep the staff lounge and workroom clean. Please clean up after use; wash utensils, put away food items, and clean the tables. Refrigerated items should be labeled and cleaned out regularly.

The bulletin boards in the staff workroom are for all staff to use; both professional and personal items can be placed on these bulletin boards. Please remove information as it becomes outdated.

Staffing / Special Education

Appropriate personnel will be notified by Special Services of any upcoming IEP meeting, pre-staffing, or staffing involving students who are assigned to them. It is important for the Core Team and principal to attend these meetings.

Textbooks

Each teacher should record the book number for each student in her/his grade book. Teachers should require students to write their names in the front of each textbook.

At the end of the year, teachers will need to check in the student textbooks, checking assigned numbers against their records and checking on the condition of each textbook. Students who damage or lose textbooks will be charged replacement costs.

Student Teachers

The following guidelines are intended to assist teachers in providing a positive an productive experience for student teachers. More specific, detailed information will be provided by the sponsoring college or university. Questions regarding student teachers should be directed to the district's State and Federal Programs Director.

1. The building principal will meet with the cooperating teacher and student teacher prior to the student teaching experience.
2. The cooperating teacher will give the student teacher a tentative outline at the beginning of the student teaching block, listing dates when subjects will be taught by the student teacher and any other dates scheduled for special events.
3. The cooperating teacher and student teacher should meet at the end of each week to go over an evaluation of the week's activities.
4. The principal will meet with the cooperating teacher and student teacher at the completion of the student teaching block. The student teacher will be asked to express his or her impressions of the student teaching experience.

Substitute Folder

Each teacher is to have a substitute folder in an easily identifiable location. Included in the substitute folder should be the classroom schedule, class roster, classroom management plan, seating charts, safety information and any other special instructions that might be useful for the substitute. Lesson plans should be left on the teacher's desk.

Video Tapes

Many video tapes and other media materials have been purchased and approved for classroom use as part of the district's curriculum process. Additional video tapes and other media materials can be used by classroom teachers to reinforce the district curriculum. Any materials not already approved should be approved by the principal in advance of use. Only video tapes with a "G" rating will be considered for approval.

Telephone Usage

Telephones are provided in each classroom primarily for school business use. Personal calls are permitted during plan time. All long distance calls, school or personal, need to be approved in advance and a record of the call should be given to the secretary.

Students are to be discouraged from making telephone calls from school and must have the teacher's permission to go the office to make a phone call home.

Interruptions are difficult to deal with. Calls made by teachers to other classrooms are discouraged. If a classroom-to-classroom call is necessary, please make certain that the other teach-

er is on plan time to avoid interrupting teaching.

Personal cell phones are not to be used in the classroom during the school day. Teachers who need to be contacted during the school day ask the caller to call the school office and the call will be routed through the school phones.

Use of School Facilities

Staff members wishing to use the school or school facilities for non-school related activities are to complete and submit to the principal a Facilities Use form.

Unusual Situations

Please communicate with the principal about any unusual situations that occur in the classroom, hallway, restroom or anywhere else on school grounds. Please immediately report to the principal any comments, remarks, or reasonable suspicions about the presence of weapons or drugs at school.

Prior knowledge about particular situations can be quite helpful when dealing with parents, public, or press. Please inform the principal about any phone calls or conversations with parents about specific situations as they arise.

Tobacco Use by Teachers

It should be noted by all staff that district policy prohibits the use of tobacco products in any school building or on school grounds.

Teaming

Middle School teachers shall have (1) team/content preparation period each day, each of which will be equal to an instructional class period, during which they will not be assigned to any other duties, except for emergencies or unusual scheduling.

At the end of each school year each team should be able to answer the following questions?

-How did teaming help increase student learning for all students on the team?

-How did teaming help make me a more effective teacher?

-How did teaming help increase student test scores?

At the beginning of the 2024-2025 school year all teams will be given a daily calendar. Each team needs to use this calendar to document their daily meetings.

Descriptors of Effective Interdisciplinary Teams

1. A team that plans and implements thematic or interdisciplinary units.
2. A team that utilizes instructional time in block mode and traditional mode.
3. A team that makes sure all students experience core subjects at different times of the day.
4. A team whose members are regularly on time for team meetings.
5. A team where members share equally in responsibility and workload.
6. A team that resolves internal problems in an amiable manner.
7. A team that has a daily meeting agenda.
8. A team that keeps daily minutes of meeting activities.
9. A team that turns in their homework sheet on time to the office.
10. A team that effectively utilizes the parent volunteer program.
11. A team that regularly shares successful teaching methods, discipline strategies, etc. with each other.
12. A team that regularly uses the library.
13. A team which delegates responsibilities to match the strengths of team members.
14. A team that recognizes a student's weaknesses and develops interventions to improve student leaning.
15. A team that has an excellent student recognition program.
16. A team that does not overload students with homework or tests on the same day.
17. A team that invites parents to team meetings.
18. A team that sends a positive note to each student during the school year.
19. A team that has a positive discipline plan approved by the principal.
20. A team that is consistent with rules, expectations, and grading practices.
21. A team that teaches their students organizational skills.
22. A team that keeps a monthly calendar of events.
23. A team that celebrates success.
24. A team that provides students with field trip experiences.
25. A team which publishes and distributes a newsletter.
26. A team that communicates well with guidance, secretaries, and administration.
27. A team that involves student input.
28. A team that plans an innovative program for Open House.

Sign In Sheet:

The regular duty day for certified employees of middle begins (30) minutes before their first instructional or preparation period and extends (30) minutes after their last instructional or preparation period.

If a team of instructors or a teacher needs to leave the building for either a team activity or activities relating to their teaching they need to contact the building administrator before they leave.

Lesson Plans:

Each building principal, in conjunction with the superintendent, is authorized to develop rules and regulations concerning the use and maintenance of lesson plans in each building in the district.

Each building principal shall assume the responsibility of seeing that each teacher develops and maintains appropriate lesson plans.

A copy of each teacher's weekly lesson plans need to be placed in their file located on the shared Google Drive by the end of the school day on Monday of each week. Lesson plans should contain the following information: date, state standard/indicator, focus lesson/bellwork, objectives/outcomes, lesson/instructional activities, check/ evaluation.

Students Leaving the Classroom:

No student should be permitted to leave the classroom without completing an e-Hallpass request being completed and approved by the teacher in the classroom. The teacher should send the student with the authorized classroom hall pass.

Staff Identification Badges

As a vital part of our security system, a USD 428 identification badge with your name, photo, and location will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed. Everyone is required to wear an ID badge in plain view while on USD 428 premises. You must obtain a replacement if your identification badge is lost or stolen. Please immediately report lost or stolen badges to human resources to deactivate the key card.

Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. USD 428 will issue one badge upon hire date, and replacement for normal wear and tear as needed. If a replacement badge is required (damaged/lost/stolen), a fee of $5.00 (five dollars) will be deducted from the employee's paycheck.

Upon termination, employees will be required to return ID badges to their immediate supervisor or human resources as part of the off-boarding process.

Handling of Monies

- Any and all money collected at school by staff needs to be deposited in a district/school account. All funds collected by teachers must be approved in advance by the principal.
- A receipt needs to be issued for funds that are collected by staff.
- All funds collected by staff must be turned over to the building treasurer for receipt and deposited.
- The building treasurer will issue a receipt for all funds that are turned over to her/him.
- The receipt must be in balance with the amount of money given to the treasurer.
- It is expressly forbidden to deposit funds collected from pupils in staff's private bank account.
- All money must be receipted and deposited in the bank by the treasurer.
- No money is to be left in a classroom at night, weekends, or holidays.
- Money that cannot be banked will be placed in the school safe until processed and banked.
- Money collected must be processed before going to the treasurer. That is, it must be:
- Counted
- Paper money separated by denomination, bills face up.
- Excess coins in envelope with the amount recorded on the outside of the envelope.

Testing Integrity

In the administration of standardized tests, licensed staff (teachers, administrators, and others) shall not:

1. Provide inappropriate test preparation.
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Extra Duty Rules

Morning Hallway Duty

1. No core or general hallway passes. Office will not assign any passes.
2. Only students with a pre-signed pass in their agenda with a teacher's signature are allowed to pass in the hall.
3. Students without a pre-signed pass will be required to record their name, time, and destination. The office will then contact the teacher to request permission for student to visit room.
4. Students may sign-in and go to Homework Help before 7:45 a.m. without a pre-signed pass.
5. Students will sign-in at their destination and remain there until the 7:55 a.m. bell.
6. Students without a pre-signed pass are not allowed through the 100 hallway doors after 7:45 a.m.
7. Students entering the gym are not allowed to leave except to eat breakfast as soon as breakfast opens at 7:35 a.m.
8. Student eating breakfast are not allowed to leave for any reason.
9. After breakfast is called the large double doors will be closed for monitoring purposes.
10. SPED/EMH will arrange for specific students to be allowed to hallways.

Expectations for Homework Help

1. Students should enter homework help with their Chromebook, text books, paper, and pencil.
2. Students not assigned to homework help will stay until their assignment is complete or they finish their work, students assigned to homework help must stay until 4:25 p.m. or 7:55 a.m.
3. The homework help teachers need to make sure that all students stay on task.
4. The homework help teachers need to call the office if there is a discipline problem or if a student is refusing to work.

All workers are expected to report to the library as soon as possible after school, all morning workers start at 7:00 a.m.

Personal Electronic (Wireless) Communication Devices

Definition: This policy applies to cell phones, smart watches, PDAs, Kindles, iPods, or any other personal electronic communication device capable of recording or broadcasting and communication with another electronic device.

Use of a personal electronic communication device will not be allowed in the building during school time. During the school day, personal electronic communication devices should be turned off and be out of sight in a locker. Students shall not use personal electronic communication devices during passing periods, in class, or while attending school activities during school hours without specific permission and supervision by a teacher, coach, or principal.

Use of a personal electronic communication device to invade the privacy of or cause embarrassment to another person is prohibited and shall be considered a level of behavior that is intended to cause another individual physical or mental harm.

Consequences: Any student using a personal electronic communication device in violation of this policy may have the device confiscated by staff.

First offense: Staff confiscates the personal electronic communication device and turns it in to the main office. Administration will return the device to the student after school. The student will be assigned two office detentions.

Second offense: The personal electronic communication device will be returned to a parent or legal guardian. The student will be assigned four office detentions.

Third Offense: The personal electronics communication device will be returned to a parent or legal guardian. The student will be assigned one day of in-school-suspension.

Fourth Offense: The personal electronics communication device will be returned to a parent or legal guardian. The student will not be permitted to bring the device to school. The student will be assigned two days of in-school-suspension.

Fifth and Subsequent Offense: The personal electronics communication device will be returned to a parent or legal guardian. The student will be suspended from school.

The consequences listed here are not exclusive, and additional discipline may be imposed for violations of any other policy if the circumstances warrant.

Workers' Compensation Injuries Occurring When an Employee is "Under the Influence"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed, in the absence of clear and convincing evidence to the contrary, that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Dress Code

All clothing must be in good taste. Jackets, belt buckles, T-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertisements which are inappropriate, suggestive, or obscene. This specifically prohibits students from wearing messages that relate to drugs, alcohol, tobacco, weapons, violence, sex, or vulgarity, or messages that reflect adversely upon persons because of their race or their ethnic or religious group. The guidelines apply to apparel worn at school, in physical education classes, at athletic practices, and on trips with school clubs or organizations. Apparel and clothing containing printed or visual messages which are inappropriate in a school setting will necessitate a change of clothing or may be a cause for suspension proceedings. Hats and caps must not be worn in the building. Appropriate footwear shall be worn.

Student Dress

In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process. Forms of dress or appearances that have been found to be disruptive to the educational process and/or create a health or safety risk shall be prohibited. These shall include but not be limited to the following.

Clothing Tops

1. Appropriate clothing tops must be worn. Shirts must be appropriate length. The shirts must meet the pants/shorts/skirt when the students' arms are at their sides.
2. Clothing must cover undergarments. Clothing must cover all private parts and must not be see through.

Pants

1. Clothing must be mid-thigh or longer. Shorts must have at least a four inch inseam.
2. Pants or shorts are to be worn at the waistline. Extremely baggy pants or shorts are not acceptable.

Other

1. Wearing, carrying, or displaying gang-related apparel or symbols is prohibited, including bandanas.
2. No sleeping attire, including pajamas, house shoes, and robes are not allowed except on designated days.
3. Heavy coats must be kept in the students' locker and not worn during the school day.
4. Any clothing, jewelry, or accessories that could be a safety hazard will not be allowed.
5. Body piercings should be school appropriate and non-disruptive to the learning process.
6. Hair color and style should be school appropriate and non disruptive to learning process.
7. Students who represent the school in extracurricular activities shall conform to the personal appearance codes as prescribed by the sponsor of each activity.

Violation of any provision of this behavior code may be the basis for suspension, expulsion, or other disciplinary action.

Student ID's

Student ID Policy: Students at GBMS are required to carry their student ID at all times during the school day. The IDs are needed for easy identification that they are a student at GBMS. They are also required for scanning attendance through the office during the school day, to check out library books, to scan for lunches, and to attend athletic activities. The following will be the steps followed by the administration for students who habitually do not have their ID when they arrive to school daily.:

1. The student is given two IDs for free. One at enrollment and a second one if they should lose the first one.
2. An ID check will be done at the beginning of Advisory daily. Students without an ID will be sent to the office.
3. After the free ID has been given, a student can charge for one ID at a time. The cost is $2.
4. A student will receive a Visitor's Sticker for his/her ID with name and date or may call their parents to bring the ID to them. A student will receive one after-school office detention unless the parent brings ID in.
5. Defacing of the ID will require the student to receive a new ID.

Approved: 2021

Academic Integrity Policy

Great Bend Middle School is committed to developing students of character who demonstrate civic, social and personal responsibility. The life skills we value and expect from students are effort, honesty, respect, responsibility, perseverance and self-discipline.

Academic dishonesty is not acceptable. Students at Great Bend Middle School are responsible for understanding and abiding by this Academic Integrity Policy. They will take the time to do their own class work. They will be honest and will learn without cheating, lying or taking shortcuts on homework, projects or exams.

The Academic Integrity Policy includes, but is not limited to, the following:

1. Students will not copy homework or project materials, change a grade on a paper, or turn in another student's work as their own.

2. Students will not copy an idea, cut and paste online sources, or use references without quoting a source.

3. Students will not use their cell phone, email or any other electronic device to share testing information.

4. Students will not cheat on an exam by copying, using cheat sheets, writing answers on their skin or clothing, stealing an exam, or providing student information about the exam.

5. Students will not let another person copy their work, take an exam or complete an assignment for them.

6. Parents/guardians are encouraged to support their student’s academic growth by helping their student to abide by the Academic Integrity Policy.

Students shall abide by the Great Bend Middle School Academic Integrity Policy and understand that failure to abide in any way will result in appropriate consequences as determined by the teacher and the administration.

Evaluation Policy & Procedure

Every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester, but no later than the 60th day of the semester. Every employee during the third and fourth year of employment shall be evaluated once each school year by no later than the 60th day of the 2nd semester. Every employee with more than four consecutive years of employment in USD 428 shall be evaluated once every three years, but no later than the 60th day of the 2nd semester. Each building principal or evaluator may at his/her discretion alter the three-year cycle for an employee if earlier evaluation is deemed necessary. The employee will be notified in writing when the published cycle is to be modified. The notification will state the reason for the proposed change. For teachers with three or more years of experience in the district, a formal written evaluation will be based on a minimum of two classroom observations. Teachers with less than three years of experience in the district will have two evaluations per year, each of which will be based on a minimum of one classroom observation. Classroom observation will be followed with a conference between the employee and the evaluator.

FAMILY AND MEDICAL LEAVE PLAN

(Ref GARI)

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12)-month period. For purposes of this policy, a twelve (12)-month period shall be defined as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Spouses employed by the district may only take an aggregate of twelve (12) weeks of leave for a birth or adoption of a child within a 12-month period.

Leave is available for the following:

(1) the birth of a son or daughter of the employee and to care for the newborn child;

(2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;

(3) to allow the employee to care for the employee's spouse, son, daughter, or parents with a serious health condition;

(4) a serious health condition of the employee that makes the employee unable to perform the functions of his/her job;

(5) a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and

(6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of twenty-six (26) work weeks of leave during a twelve (12)-month period.

[Leave for *reason 1 or 2* must be taken within twelve (12) months of birth or placement.]

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The assistant superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he/she has been employed by the district for at least twelve (12) months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the Clerk of the Board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The Board may terminate group health coverage if the employee's portion of the payment is not received within thirty (30) days of the due date so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least fifteen (15) days prior to the termination.

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance . If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within five (5) business days, absent extenuating circumstances:

a. whether or not the employee is eligible for FMLA leave; the reasons that leave will count as family and medical leave;
b. any requirements for medical certification;
c. employer requirement of substituting paid leave;
d. requirements for premium payments for health benefits, and employee responsibility for repayment if employer pays employee share;
e. right to be restored to same or equivalent job; and
f. any employer-required fitness-for-duty certifications.

Family leave *(reasons J or 2)* may not be used intermittently or on a part-time basis without the prior approval of the assistant superintendent.

The assistant superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks, and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the assistant superintendent may require an instructional employee to continue leave until the end of a semester, if:

(1) the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks, and the return to work would occur in the last two (2) weeks of a semester; or
(2) the leave begins in the last three (3) weeks of a semester and lasts more than five (5) days.

Approved: 6/12/17

ECH Printing and Duplicating Services ECH

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use".

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

Approved: 09-09-02

GAAA Equal Opportunity Employment and Nondiscrimination GAAA

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

Inquiries regarding compliance may be directed to the Superintendent of Schools, 1809 24th St., Great Bend, Kansas (Phone: 620-793-1500), or to:

Equal Employment Opportunity Commission
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
(913) 551-5655
kansascityintake@eeoc.gov

or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206
khrc@ks.gov

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
OCR.KansasCity@ed.gov

Approved: 07-08-19

GAI Solicitations GAI

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 by 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 Supervisors

Solicitations of school employees by supervisors during regular school hours for any reason other than school-sponsored activities is 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: 4-13-92

GAI-R Solicitations GAI-R

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, the vendor 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, the company name, and the reason(s) for and length of the 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: 4-13-92

GAOA Drug-Free Workplace GAOA

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of drugs or other a controlled substance is prohibited at school, on or in school district property, and at school-sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent or his/her designated representative of the conviction within five (5) days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within ten (10) days of receiving notice thereof.

Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of

continued employment. The employee shall bear the cost of participation in such a program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district.

Approved: 2-10-14

GAOD Drug and Alcohol Testing GAOD

This policy shall apply to all district employees who are performing safety sensitive jobs that require a commercial driver's license (CDL) as defined by the Omnibus Transportation Act of 1991. A board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety sensitive position as defined by board policy.

Approved: 8-14-95

JBD Absences and Excuses (See AEB, IHEA, JBE, and JDD) JBD

When a student is absent from school, an attempt shall be made to contact the parent/guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parents/guardians or the student.

Procedures for notifying parents/guardians on the day of a student's absence shall be published in the student handbook.

Excused / Unexcused Absences

The definition of "excused absence" includes the following:

1. Personal illness;

2. Health-related treatment, examination, or recuperation;

3. Serious illness or death of a member of the family;

4. Obligatory religious observances;

5. Participation in a district-approved or school-sponsored activity or course;

6. Absences prearranged by parents and approved by the principal; and

7. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of a school day.

JBD-R Absences and Excuses (Cf. IHEA, JDD) (See JBE) JBD-R-2

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: 2-9-15

IFBH Resource Speakers (Cf. IKB) IFBH

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

Approved: 7-13-92

IFBH-R Resource Speakers IFBH-R

The ideas presented and the resource person invited to speak shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

All resource speakers are subject to approval by a building administrator.
Prior to appearance or participation, the resource speaker shall be given a copy of this policy and rules, and each speaker shall agree to abide by these regulations:

- Profanity, vulgarity, and lewd comments are prohibited;

- Any language that calls for a student strike or any language that may incite a riot or otherwise influence students to behave in an unlawful manner is prohibited; and

- Smoking is not permitted while speaking on consulting with students.

The teacher/sponsor or any member of the school administration responsible for inviting the resource speaker or supervising a student meeting under provisions of JJA has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his/her conduct, is judged to have disregarded the agreement to abide by these regulations.

Approved: 7-13-92

IFCB Field Trips, Activity Trips, and Other Trips (Also KFB) IFCB

USD 428 Approved Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Nonsanctioned Field Trips

Nonsanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tour rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for nonsanctioned field trips.

Every attempt should be made to scheduled non-board-approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and student absences must be followed.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or during the employee's work day.

Approved: 7-11-05

IFCB-R Field Trips, Activity Trips, and Other Trips IFCB-R

Definition -- A field trip is one which meets the following three conditions: (1) requires the students to leave the school grounds; (2) is an experiential extension of a class for which students receive academic credit; and (3) may have transportation provided.

Definition -- Activity trips are those taken by groups or organizations which have funds from the district activity accounts established at the building level or which receive funding from the school district or from approved fund-raising projects. Activity trips are categorized as follows: (1) trips for which all student expenses are paid; (2) trips for which partial expenses are paid [transportation]; and (3) trips for which the district pays no expenses.

Sponsors should obtain administrator approval within a reasonable amount of time prior to the date of the trip. Appropriate forms must be completed.

Students are responsible for making up work missed in other classes.

The trips should be adequately sponsored. Sponsors must be approved by the building administrator. On out-of-town trips, parent sponsors may be used in addition to teacher sponsors.

IFCB-R-2 Field Trips, Activity Trips, and Other Trips IFCB-R-2

Field/Activity Trip Guidelines for Sponsors

1. The field/activity trip must be approved by the building principal and a *Request for Transportation* form submitted to the District Education Center no later than two weeks prior to the date of the field trip.
2. Parent permission forms must be secured and provisions made for the students who do not obtain parent permission.
3. Prior to the trip a written set of student guidelines and an itinerary with time frames must be provided for students and parents. Medical releases or emergency forms must be secured, if appropriate.
4. Sponsors are responsible for ensuring the safety, general welfare, and proper conduct of students at all times during a school-sponsored activity. Sponsors are expected to enforce *Student Field/Activity Trip Regulations* (see IFCB-R-3), normal school rules of student conduct, and any other rules and regulations appropriate to the situation.
5. Arrangements must be made for the adequate and proper adult supervision of students at *all* times—on or off the bus. Sponsors should take head count as often as appropriate for class supervision.
6. Student accident or injury and other emergencies should be anticipated. The principal or other appropriate administrator may be called *collect*.
7. Students who go on a field/activity trip are expected to leave and return by school conveyance. If a student must be released during a field/activity trip, the following criteria shall apply:
   - The student can be released ***only*** to a parent/guardian.
   - The parent/guardian must submit a written request to the principal and/or sponsor prior to the trip.
   - The student's release is contingent upon the approval of such request by the principal and/or sponsor.
8. The school bus driver should be informed of the itinerary and all relevant departure and return times. Trips should be planned in accordance with the requirements established for bus drivers by the I.C.C. for such things as rest periods for the driver. Side trips not related to the field trip's objectives should not be included in the itinerary. Transportation costs and all driver costs, including overtime, must be paid.
9. No overnight trips should be allowed except by special permission of the board.
10. Students must be aware they are responsible for making up all schoolwork missed in other classes during their absence for the field trip.

These guidelines are primarily for field trips. These and additional guidelines may be used by the athletic, music and fine art departments, debate, etc.

IFCB-R Field Trips, Activity Trips, and Other Trips IFCB-R-3

Student Field/Activity Trip Regulations

The following rules and regulations are provided to inform students of the school's expectations for their behavior. Sponsors are delegated all necessary authority to deal with misconduct or unacceptable behavior which occurs on a trip.

1. All school rules and regulations regarding student conduct are in effect during the duration of the field trip.
2. Only students who have returned a signed parent/guardian permission trip form are permitted to go on the trip.
3. Students must obey directions of sponsors at all times. If a student does not do so, it will result in disciplinary action. Parents may be required to pick up their son/daughter (at their own expense) in the event of misbehavior.
4. Students participating in a school-sponsored field trip using school transportation must return on the same school transportation unless arrangements are made with the principal or designated representative.
5. The following rules apply to passengers on a school vehicle.

   No food or drink is permitted on a vehicle unless prior arrangements have been made by the sponsors.

   Students are to remain seated while the vehicle is moving. If there is a seating chart, students are expected to remain in assigned seats.

   Nothing goes out of the windows including hands, heads, feet, bodies, or voices.

   Excessive noise and movement inside the vehicle are not permitted.

   The vehicle is to be kept clean and free of vandalism.
6. Students are subject to school rules and regulations as well as the rules or laws of the state, community, and school visited. Shoplifting, drinking, drug and tobacco use, gambling, vandalism, or other serious misbehavior can result in legal action and/or disciplinary action by the proper school authorities.
7. Students are expected to be on time for departure and return and at all times during the trip.
8. Students are responsible for obtaining assignments and making up all schoolwork missed in classes during their absence on the field trip.
9. Dress is subject to school and sponsor approval. Clothing should be neat, clean, and in good taste for a school outing.

Unified School District 428

Great Bend, Kansas

NOTE: This form must be signed and returned to the school by _____(date).

Consent to Participate in Field Trip or Other Activity
and Consent for Treatment
(BOE Policy IFCB-R)

I, _____, the parent and/or legal guardian of _____, give my consent for my child to participate in the field trip / other activity on _____ (date) described here:

I further give my legal consent and authorize any representative of _____ School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that _____ School is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

_____ _____

Parent or Legal Guardian *Date*

Approved: 7-11-05

IIBG Computer and Device Use (See ECH, JCDA, and KBA) IIBG

Use of District Computers and Devices / Privacy Rights

District-issued computer systems and electronic devices (including but not limited to Smart-boards, iPads, iTouches, cell phones, eReaders, eBooks and electronic tablets) are for educational and professional use only. All information created by staff or stored therein shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including but not limited to surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware or shareware or other applications, may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2-10-14

Ref. IIBG

Computer and Device Acceptable Use: Staff Handbook

Employees shall have no expectations of privacy when using district e-mail or other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

Computer and Device Acceptable Use: Student Handbook

Students shall have no expectation of privacy when using district e-mail, or computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: 2-10-14

Ref. IIBG

Camera Use: Student Handbook

Cameras may be used at school, on school property, or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Approved: 2-10-14

Ref. IIBG

UNIFIED SCHOOL DISTRICT 428

Board of Education Policy IIBG

ELECTRONIC MAIL AND INTERNET ACCESS

STUDENT AGREEMENT

I understand that electronic mail (e-mail) and Internet access is being provided to me for educational use. I agree to abide by the Electronic Mail and Internet Access Policy in my use of these services.

Approved Activities

I will use the functions of the district's e-mail and Internet system as appropriate for educational purposes. In doing this, I will always act so as to ensure a positive public image for myself and the district. I will use the functions of the district's e-mail and Internet system to pursue educational activities of the district.

Disapproved Activities

I will not use the functions of the district's e-mail and Internet system to pursue educational or personal activities not sponsored or supported by the district. I will not use the district's e-mail and Internet systems to engage in activities that could harm the district, other students, or district employees, including but not limited to pornographic and hate services. I will not engage in hurtful or demeaning conversations with others through these media.

I understand that I am responsible for activities that are performed through my access to the district's e-mail and Internet system, and agree to not share this access with other individuals who have not been approved by the district for access. I agree to protect from disclosure any and all computer and telephone access codes and passwords that may be assigned to me. I understand a teacher or administrator may monitor any activity which occurs through this system, including material downloaded and stored on district computers. I understand that failure to abide by these guidelines can result in disciplinary action, up to and including expulsion.

_____ _____

Student Name (Please Print) Student Signature

_____

Date

Approved: 2-10-14

Ref. **IIBG**

UNIFIED SCHOOL DISTRICT 428

Board of Education Policy IIBG

ACCEPTABLE USE OF COMPUTERS, ELECTRONIC DEVICES, AND NETWORKS

EMPLOYEE AGREEMENT

I have read Computer Use (Policy IIBG) and Policy/Regulation for Acceptable Use of Computers and Networks (Policy IIBG-R), and I understand that the computers, network, e-mail, and Internet access provided by the district are provided for educational and business communication use. I agree to abide by all facets of Computer Use and Policy/Regulation for Acceptable Use of Computers and Networks in my use of district equipment and related services.

Approved Activities

I will use the district-issued computer systems and electronic devices and related peripheral equipment, as well as the functions of the district's e-mail and Internet systems, as appropriate for educational purposes and in accordance with Computer Use and Policy/Regulation for Acceptable Use of Computers and Networks. In doing this, I will always act so as to ensure a positive image for myself and the district.

Disapproved Activities

I will not install any hardware or software on any district computer without approval of the district's network administrator.

I will not use the functions of the district's e-mail or Internet access to pursue personal activities without administrative approval. I will not use the district's e-mail or Internet systems to engage in activities that could harm the district, students, or district employees, including but not limited to pornographic and hate sites and services. I will not engage in hurtful or demeaning conversations with others through these media.

I understand that I am responsible for activities that are performed through my access to the district's e-mail and Internet systems, and I agree not to share this access with other individuals who have not been approved by the district for access. I agree to protect from disclosure any and all computer and telephone access codes and passwords that may be assigned to me. I understand that all messages transmitted or stored on district computers are district property and are subject to review by the district administrators or authorized personnel at any time without notice.

I understand that failure to abide by Computer Use, Policy/Regulation for Acceptable Use of Computers and Networks, and these guidelines can result in disciplinary action, up to and including suspension and termination.

Employee Signature _____ Date _____

Approved: 2-10-14

***Ref.* IIBG**

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Board of Education Policy IIBG

ELECTRONIC MAIL AND INTERNET ACCESS

PARENT AGREEMENT

In order to make sure that all members of Unified School District 428 understand and agree to these rules of conduct, the district asks that you, as parent / guardian, sign the following:

I agree not to hold responsible Unified School District 428 nor any of its employees nor any of the institution's networks providing access to networks for the performance of the system or the content or costs of any material accessed through it.

E-mail Privacy Rights. Students shall have no expectation of privacy when using district e- mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Lost, Stolen, or Damaged Computers and/or Equipment. Students may be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen, or damaged while in the students' possession.

As the parent or guardian of this student, I have read the terms and conditions for Unified School District 428's use of electronic mail and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access from all controversial materials, and I will not hold Unified School District 428 responsible for materials acquired or sent via the network.

_____ _____

Student's Name (Please Print) Date

_____ _____

Parent Name (Please Print) Parent Signature

Approved: 2-10-14

IIBGA Children's Internet Protection Act IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called “hacking” and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors’ access to materials that may be harmful to them.

For the purposes of this policy, “minor” shall be defined to mean any student who is under eighteen (18) years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protection provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 08-12-13

Notice of Nondiscrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District No. 428 (USD 428) does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to. or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD 428's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA is directed to contact either the Director of Curriculum and Instruction or the Director of Special Education at the following address:

John Popp
Assistant Superintendent
USD 428
1809 24th Street
Great Bend, Kansas 67530

Ashley Riley, Director
Barton County Cooperative Program of Special Services
1809 24th Street
Great Bend, Kansas 67530

The Assistant Superintendent and the Director of Special Education have been designated by USD 428 to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and ADA.

Asbestos Information for Great Bend Schools

Each of the school buildings has been inspected for asbestos containing materials by EPA accredited inspectors. The results of these inspections / reinspections are included in the management plans that are on file in each school's administrative office and at the district's main office.

Evidence suggests that the mere presence of asbestos in a building does not necessarily pose a hazard. Research indicates that, unless asbestos is disturbed allowing fibers to become entrained into the air, the potential health consequences appear to be negligible. The district's goal is to control the disturbance of asbestos containing materials and the release of fibers into the air in the schools.

Persons with questions regarding the inspection / reinspection results, response actions taken, or the management plans may contact the District Education Center at 1809 24th Street, Great Bend, Kansas, and ask for the asbestos program manager.

IIBGC Guidance for Communicating Electronically with Students IIBGC

USD 428 recognizes that today's students and staff are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging and the use of social media websites such as Twitter, Facebook and others to communicate with similar groups. These dynamic and mobile forms of communication quickly reach their audience through technologies that have become an integral part of our online lives. When used appropriately, they are an acceptable means of communicating with students.

The guidance outlined here is designed for the purpose of raising awareness of the importance of appropriate message content when using electronic devices to communicate with students in order to avoid the risks innate with using these electronic tools for communicating with students. It is important to understand, each of us is responsible and accountable for what one communicates by whatever means. Communication should pass the "TAP" Test.

Electronic communication with students should always be **T**ransparent, **A**ccessible and **P**rofessional as defined below.

1. *The communication should be transparent*. Electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.
2. *The communication should be accessible*. Electronic communication between staff and students should be readily accessible by students and parents as well as by staff.
3. *The communication should be professional*. Electronic communication from staff to student should be professional and meet the high standards expected by the public and USD 428.

It is important to understand that the method of communication is not the central issue. In a modern world, communication occurs through a number of modes. Of course, the chosen mode should be accessible to those who have a need for the information. What is more important is the nature and content of the communication. When communicating as a representative of the District with a student, you should pay particular attention to word choice, tone, grammar, and subject matter so that the correspondence models the standards and integrity of a District professional. Communication should be courteous, conscientious, and generally businesslike in manner. Language that is abusive, profane, tasteless, or sexually explicit or suggestive is obviously inappropriate. Unless otherwise restricted, this guidance is not intended to restrict the method in which you

IIBGC Guidance for Communicating Electronically with Students IIBGC

communicate, but to provide guidance as to the nature and content of the message and to insure that the communication is accessible and transparent.

The policy is intended as a helpful guide in communicating electronically. However, inappropriate or unprofessional content in a message conveyed electronically or otherwise may subject staff to disciplinary action.

Approved: 08-12-13

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Assistant Superintendent of Curriculum and Instruction has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in Policy KN.

JCE Complaints JCE

Complaints About School Rules

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within twenty (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.

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

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Position, address, 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, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, 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. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (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.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About 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 at (position or name, address, email address, and phone number of Title IX Coordinator).

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

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

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Approved:8-10-20

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