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KA Goals and Objectives KA

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

Approved:

KB Public Information Program (See CEE, CG and KBA) KB

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

Newsletters and other Media

The board {may/shall} issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

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

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

Providing Salary Information

Each year, on or about October 1, the administration shall deliver to a newspaper in the school district a statement showing the following:

- name, position and salary of the superintendent, deputy superintendent/s, and assistant superintendent/s;
- name, position and salary of any directors, principals and heads of departments;
- name, position and salary of any other administrator with district-wide responsibilities.

Approved: July 28, 2003

KB-R Public Information Program KB-R

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

School-Sponsored Information Media

The superintendent shall be responsible for the content of the school district newsletter and such other school-sponsored information media that is deemed necessary.

Approved:

KBA District or School Web Sites (See KB,IIBG and ECH) KBA

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of _____ and school web sites shall be supervised by the principal (or _____).

Web Site Rules

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

School rules shall include the following areas:

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

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

Approved: July 28, 2003

<p style="text-align: center;">SAMPLE HANDBOOK LANGUAGE / FORMS FOR DISTRICT USE AFTER BOARD APPROVAL</p>
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General Information

Student Privacy Rights (See JRB)

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

Copyrighted Material Posted On Websites (See KBA)

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

Software Copyright (See ECH)

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

Downloading Copyrighted Materials (ECH)

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

KBC Media Relations

KBC

The board will attempt to cooperate with media representatives.

News Releases

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

Conferences and Interviews

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

Approved:

KBC-R Media Relations

KBC-R

News Releases

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved:

KBCD Extra Curricular

KBCD

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

Press Services

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

KBCD Extra Curricular

KBCD-2

Broadcasting and Taping

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

Approved:

KBCD-R Extra Curricular

KBCD-R

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

Broadcasting and Taping

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

Retired School Employee Passes

Each employee who retired under KPERS and the employee's spouse shall be issued a free athletic pass. Applications for passes may be obtained at the junior-senior high school office.

Senior Citizen Passes

Senior citizens sixty five (65) and over shall be issued a free athletic pass. Applications for passes may be obtained at the junior-senior high school office.

Approved:

KBCE Interviews With Students

KBCE

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

Approved:

KBCE-R Interviews With Students

KBCE-R

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

Approved:

KBE Information Campaign

KBE

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

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

Approved:

KBE-R Information Campaigns

KBE-R

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

Approved:

KC Board-Community Relations

KC

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

Approved: KASB Recommendation-7/96

KDC Solicitations

KDC

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

Approved:

KDC-R Solicitations

KDC-R

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

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

Approved:

KFD School Volunteers (See IFC)

KFD

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

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

KFD School Volunteers (See IFC)

KFD-2

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

Approved:

KFD-R School Volunteers

KFD-R

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

Approved:

KG Use of School Facilities and Equipment

KG

Regulations on Use of School Buildings

School buildings represent a heavy investment to taxpayers of the local school district. It is the desire of the board that maximum use be made of facilities under their jurisdiction for the educational and recreational activities of the patrons of the local district. To extend the privileges of using the facilities, the board of education finds it necessary to seek compliance to its regulations governing the use of school buildings and facilities.

Nondiscrimination

Persons requesting use of facilities shall not be discriminated against based upon age, sex, national origin, race, color, religion, or handicap.

Procedure of Obtaining Facility

A Request for Use of School Facilities form shall be submitted to the building administrator at least two weeks prior to usage date. Form are available at the attendance center office. Building administrators determine if the facility request is approved or denied. The building administrator also determines if school equip-

KG Use of School Facilities and Equipment

KG-2

ment is approved or denied. The building administrator also determines if school equipment or supplies can be used. The group requesting the facility will be notified by the building administrator regarding approval, denial, fees, and conditions of the use of school district facilities.

Assumption of Responsibility

School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. This includes the payment of any damages done to school property during the group's use. The school district and its personnel accept no responsibility for accidents. USD 289 has the right to request additional supervision. All materials must be picked up immediately following the use of the building.

Opening and Closing Facilities

Whenever a facility is used during non-school hours, the building shall be opened and closed by an administrative approved adult supervisor in direct supervision (not participation). An administrative approved supervisor shall remain on duty for the duration of the event. Custodial service must be performed by school district personnel. The group will pay custodial fees if custodial service is deemed necessary by the administration.

Kitchen Use

Whenever the kitchen door is unlocked for use by a non-school group, the group shall pay a kitchen fee. Limited kitchen use (water, serving window, and counter tops) does not require a USD 289 food service worker to be present. However, full use of a kitchen does require a USD 289 food service worker to be present. In this case, the group will be assessed a fee to defray the cost of hiring a food service employee.

Fee Adjustment

A group may submit a Request for Waiver of Fees form prior to usage date if they would like the school district to consider reducing or waiving the assessment fees. The form should be submitted to the building administrator. The final decision will be made by the building administrator in consultation with the central office administration.

Written Guidelines

When a facility request is approved, the group will be given a copy of the Policy for the Use of School Facilities by Non-School Groups. USD 289 does reserve the right to discontinue the use of a facility by a non-school group for violating the written guidelines.

Fee Assessment

The facility fee structure is approved by the USD 289 Board of Education. The fee structure shall be reviewed by the BOE periodically. Full payment of fees are due to the central office no more than weeks after facility usage. During extended use of facility, payment shall be made at least each thirty (30) days. If the established rates do not cover the cost of the facility and custodial charges, school district personnel may adjust the fees to cover actual expenses.

Deposit

USD 289 may require a group to pay a deposit prior to the use of a facility. The deposit would be used to defray costs associated with damage to the equipment or facilities. If no damages occurs, the deposit would be returned in full after all other fees have been paid.

KG Use of School Facilities and Equipment

KG-4

Use of Facilities: Inclement Weather, Holidays, Emergencies, Sundays

If school is not in session due to inclement weather, holidays, or because of an unforeseen emergency, groups will not be allowed to use the school district facilities. If school is not in session, school district facilities are not available (i.e. Christmas break, Spring break).

Facility Eligibility

Persons living within the boundaries of USD 289 are eligible to request school facilities. Fifty percent of the group membership must live within the USD 289 boundaries. The school district can require a list of organization members and addresses prior to approving the facility request. School facilities will not be available for programs which the school would not sponsor. Except in an emergency situation, facilities will not be available to individuals or groups for profit, personal gain, commercial interest, or political meetings without the consent of USD 289 Board of Education.

Group Classifications

The following groups are educational in nature and are not charged for use of facilities. However, they may be charged for weekend use of facilities and week-day events involving food.

- | | | |
|--------|----------------|--------|
| Scouts | Booster Club | 4-H |
| P.T.A | Class Reunions | FCA |
| WJR | Alumni Assn | W.E.A. |

The following groups are considered Not-for Profit Organizations:

- | | | |
|--------------|---------------------|---------------------|
| Churches | Civic Organizations | Chamber of Commerce |
| City Council | Family Group | College Classes |

The following groups are considered Profit Organizations:

- | | | |
|--------------------|--------------------------|-------------|
| Local Businesses | Commercial Organizations | Craft Shows |
| Sports Tournaments | Exercise/Dance Studios | |

Approved:

**Policy for the Use of School Facilities
By Non-School Groups
Wellsville School District USD 289**

Introduction

Your group has been granted permission to use school district facilities. Non-compliance with the listed guidelines could result in forfeiture of use of the facilities. USD 289 assume no responsibility in case of accidents. Members of your group should be made aware of these guidelines to ensure proper use of facilities.

General Guidelines

1. The person requesting the use of the facility and accepting responsibility for the group must be present at each scheduled event.
2. This person is responsible for restricting the persons attending to the membership of the group.
3. Young children must be supervised at all times by adults.
4. Immediately report in written form any damage to equipment or facilities.
5. Groups requesting additional school equipment (chairs, tables, etc.) must submit a written request at least one week prior to the event.
6. Please arrive on time and leave on time.
7. Food and drinks are not allowed in the gymnasium or carpeted areas.
8. School use of the building will take precedence over schedules outside groups. You could get bumped.
9. If school is canceled (i.e. inclement weather), outside groups are automatically canceled for that day.
10. Smoking is not permitted inside the building.
11. Use of alcohol is prohibited.
12. Use the facility so that no unusual wear or damage will occur.
13. Groups using the gym must use shoes designed for gym use and not worn on street.
14. USD 289 does not provide storage. Schools do not provide scoreboard control panels.
15. Combustible materials that violate fire regulations may not be used.
16. Call (785) 883-2057 if you are going to cancel your event.

Financial Matters

Outside groups may be charged for usage. Make checks payable to USD 289. Mail check to the attention of the Clerk of the Board, USD 289, P.O. Box 537, Wellsville, KS 66092. During extended use of facility, payment shall be made at least once every thirty (30) days.

Wellsville Unified School District #289
602 Walnut Street
Wellsville, KS 66092-8746
REQUEST FOR USE OF SCHOOL FACILITIES

(This form must be returned a minimum of 2 weeks prior to usage date.)

Building: _____
Organization: _____ Number of People anticipated _____
Contact Person: _____ Do you live in USD 289? _____
(This person will be responsible for the group and will assume responsibility for any damages that may occur.)
Address: _____
Phone # (Home) _____ (Work) _____
Is attendance limited to membership of this group? _____
Is this a profit making group? _____
Describe specifically how the facility will be used: _____

Date(s) building will be used: _____
Time of use:: Begin _____ End _____

Please list type of area and equipment needed:
(Commons, Red Gym, Blue Gym, Kitchen, P.A. System, Projectors, etc.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of User: _____ Date _____

Approved () Denied ()
Signature of Building Administrator _____ date _____

Signature of Director of Facilities _____ date _____

Copies to: ___ Superintendent ___ Director of Grounds
 ___ Secondary Principal ___ Food Service Director
 ___ Elementary Principal ___ Group requesting facilities

Usage Fees: \$ _____
Comments:
Adopted 8/23/99

**Wellsville Unified School District #289
602 Walnut Street
Wellsville, KS 66092-8746**

**REQUEST FOR WAIVER OF FEES
FOR SCHOOL FACILITIES USE**

(This form must be returned a minimum of 2 weeks prior to usage date.)

Building Requested: _____

Organization: _____

Number of People anticipated: _____

Contact Person: _____ Do you live in USD 289? _____

(This person will be responsible for the group and will assume responsibility for any damages that may occur.)

Address: _____

Phone # (home) _____ (Work) _____

Is attendance limited to membership of this group? _____

Is this a profit making event? _____

Describe specifically how the facility will be used: _____

Date(s)/Time(s) Building will be used: _____

Reason for Waiver Request: _____

Signature of user: _____ Date _____

Approved () Denied ()

Signature of Building Administrator _____ date _____

Signature of Director of Facilities _____ date _____

Copies to: _____ Superintendent _____ Director of Grounds
 _____ Secondary Principal _____ Food Service Director
 _____ Elementary Principal _____ Group requesting facilities

Usage Fees: \$ _____

Comments:

Facility Use Classification

Facility	A	B	C	Custodial Time
Classroom	NC	\$10.00	\$15.00	15 minutes
*Classroom	NC	\$20.00	\$25.00	
Kitchen (limited)	NC	\$15.00	\$20.00	1 hour
*Kitchen (limited)	NC	\$25.00	\$30.00	
Kitchen (full)	NC	\$15.00	\$20.00	2 hours
*Kitchen (full)	NC	\$25.00	\$30.00	
Gymnasium	NC	\$15.00	\$20.00	30 minutes
*Gymnasium	NC	\$25.00	\$30.00	
Commons w/o food	NC	\$10.00	\$15.00	30 minutes
*Commons w/o food	NC			
Commons w/food	NC	\$15.00	\$20.00	1 hours
*Commons w/food	NC	\$25.00	\$30.00	
Custodian	NC	\$15.00	\$15.00	
*Custodian	\$15.00	\$15.00	\$15.00	2 hour minimum
Food Service Worker	NC	\$15.00	\$15.00	
*Food Service Worker	\$15.00	\$15.00	\$15.00	2 hour minimum
Deposit (if requested)	\$200/use	\$200/use	\$200/use	

Important Information

Classification rates that are listed are on a per hour basis.

*Use of facility that is not during regular school or custodial hours requires USD 289 to hire an employee. The group using the facility will be charged a rate of \$15.00/hour to compensate for custodial overtime.

Full use of a kitchen requires a food service worker to be present. An additional fee of \$15.00 per hour will be assessed to the group using the facility to compensate for the food service overtime.

KGA Buildings and Grounds

KGA

Requests for use of the district's buildings and grounds by individuals or outside organizations shall be submitted to the building principal. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the administrator and approved by the board. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

Approved: KASB Recommendation–9/97

KGC Supervision of Non-School Groups

KGC

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

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

Approved:

KGD Crowd Control at School Sponsored Activities (See EBC) **KGD**

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; asked to leave the premises.

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

KGD Crowd Control at School Sponsored Activities (See EBC) KGD-2
Criminal Possession of a Firearm (See JCDBB)

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: July 28, 2003

KGD-R Crowd Control at School Sponsored Activities KGD-R

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

The principal in charge may sign the necessary complaint papers.

Approved:

KH Gifts to Schools KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Approved:

KH-R Gifts to Schools

KH-R

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

Approved:

KI Free Materials Distribution in Schools

KI

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

Political Campaign Materials

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

Special Interest Materials

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

Approved:

KI-R Free Materials Distribution in Schools

KI-R

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

Political Campaign Materials

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

KI-R **Free Materials Distribution in Schools**

KI-R-2

Special Interest Materials

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian as provided for in JR and JRB.

Advertising in the Schools

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

Approved:

KK **Public Sales on School Property**

KK

School property will not be used for any public sales without prior approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Approved:

KK-R **Public Sales on School Property**

KK-R

The superintendent has the authority to dispose of or sell items of \$250.00 value or less which have no further value to the school district. All these items estimated to be worth more than \$250.00 shall be offered to the public by sealed bids or public auction.

Approved:

KM **Visitors to the School**

KM

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

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

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

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved:

KN **Complaints**

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 superintendent for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Superintendent of Schools at 6th and Walnut, Wellsville, KS 785-883-2388 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI

KN Complaints

KN-2

of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Approved:

KN-R Complaints

KN-R

About Discrimination or Discriminatory Harassment

(see GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

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

Formal Complaint Procedures

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

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

KN-R Complaints

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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 no later than 30 days after the filing of the complaint.

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

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

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

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

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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.

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.

About Policy

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

About Curriculum (See IE)

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

About Instructional Materials

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

About Facilities and Services

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

About Personnel

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

Approved: KASB Recommendation 9/97; 8/98