

BOARD POLICIES UNDER  
**SECTION K -- GENERAL PUBLIC RELATIONS**

**KA** Goals and Objectives

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 each public understanding and acceptance.

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

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.

**KB-R** Public Information Program

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.

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

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of the District Technology Coordinator and school web sites shall be supervised by the principal.

#### 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;
- Copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material;
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
- The board's and administration's right to determine 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.

### **KBC Media Relations**

The board will cooperate with media representatives, to the extent possible and reasonable.

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### **KBC** Media Relations (Continued)

#### 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. These events are subject to the superintendent's approval.

### **KBC-R** Media Relations

#### News Releases

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

### **KBCD** Extra Curricular

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

#### Press Services

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

#### Broadcasting and Taping

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

## **BOARD POLICIES -- Section K -- General Public Relations**

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

The appropriate building administrator 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 building administrator prior to the event they wish to cover in order that arrangements may be made for their equipment.

### **KBCE Interviews With Students**

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

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

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

### **KBE Information Campaign**

All district information campaigns will be under the direction of the superintendent, subject to board approval.

The building administrator will approve any informational campaign materials sent home with students.

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

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

### **KC Board-Community Relations**

The board is committed to keeping the community informed about school functions and to solicit patron involvement in light of these functions.

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### **KCA Protection of Privacy Rights**

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

### **KCB Custodial and Non-Custodial Parent Rights**

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

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

### **KDC Solicitations**

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

### **KDC-R Solicitations**

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

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made for student club fundraisers approved by the building administrator.

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.

## **BOARD POLICIES -- Section K -- General Public Relations**

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

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 administrator for assignment.

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

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

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

### **KFD-S Renwick Parent Observation**

Volunteer/Visitors/Observers – Visitors are appreciated and welcome in USD 267. However, for the safety and welfare of the students, all visitors must report to the office before going to the classrooms and will be required to wear a badge identifying them as a visitor. Visitors' presence should in no way interfere or impede normal school business. Administration may ask visitors to leave if their presence causes a distraction/disturbance in the learning environment. If a classroom visit occurs during instructional time, the visitor must comply with the observation requirements listed below.

Volunteers who work in a classroom on a regular basis, supervise students during a field trip when a staff member is not present, or work with students away from the supervision of a classroom teacher are required to be approved by the principal and sign a volunteer agreement form.. Volunteers often work with individual students/staff and are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act. (FERPA).

Parents who would like to observe their child in the educational setting during the school day must comply with the following requirements:

1. All observations must be approved by the building administrator or his or her designee.
2. The observing parent must sign in in the office and wear visitor identification during the entire time.
3. Observation periods must not exceed 90 minutes per day.
4. The observer should not interact with students including the parent's child or staff members during the observation. The parent may request a time to meet with staff members at another time that is mutually

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convenient for the parent and the staff member and does not negatively impact the instructional day.

5. The observer will have an assigned area to sit and should remain in that area throughout the observation period.
6. The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.

(Form follows)

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**Parental Observation Requirements**

Welcome to Renwick USD 267! We value and encourage parental involvement. We also emphasize the value of focused instructional time for our staff and maximized learning time for all of our students.

Parents who would like to observe their child in his/her educational setting during the school day must comply with the following requirements in accordance with Board of Education policy.

1. All observations must be approved by the building administrator or his or her designee.
2. The observing parent must sign in in the office and wear visitor identification during the entire time.
3. Observation periods must not exceed 90 minutes per day.
4. The observer should not interact with students including the parent's child or staff members during the observation. The parent may request a time to meet with staff members at another time that is mutually convenient for the parent and the staff member and does not negatively impact the instructional day.
5. The observer will have an assigned area to sit and should remain in that area throughout the observation period.
6. The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.
7. Concealed recording is not allowed per BOE policy.

Parent Observer Signature \_\_\_\_\_ Date \_\_\_\_\_

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

The board may allow the use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

#### Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

#### Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

#### Lease Arrangements

The board shall approve any lease arrangements.

#### Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee shall/may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

#### Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

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### **KGA Use of District Personal Property and Equipment**

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal or district office and will be refunded when the equipment is returned in working order.

#### **Lost, Stolen, or Damaged Property of Equipment**

No request for use of school equipment shall be granted until the requester executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

#### **Personal Use**

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

### **KGB Concealed Observations (See JGGA)**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members

### **KGB Concealed Observations (See JGGA) *(Continued)***

surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the

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recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

### **KGC Services**

A school employee shall be on duty and shall be instructed 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 be required to be on duty when, in the opinion of the building administrator, it is necessary.

### **Regulations on Use of School Buildings**

School buildings represent a heavy investment by taxpayers of the local school district.

It is the desire of the board that some use be made of the facilities under its jurisdiction for educational and recreational activities. To extend the privilege of using these facilities, the board finds it necessary to seek compliance to its regulations governing the use of school buildings and facilities. The use by outside groups during the school day is discouraged.

Since it is a policy to raise, through taxation, funds for the operation of the schools' educational program only, the board may find it necessary to charge a fee for the use of school buildings and facilities by organizations not directly associated with the schools. These fees will be used to defray a portion of the expense made by increased use of heat, light and janitorial services.

Boy Scouts, Girl Scouts and approved charitable organizations are exempt from paying fees but must observe all other regulations in making use of school facilities. Charitable is defined as giving to the needy.

The board will, whenever possible, make its facilities available to organizations that cooperate by complying with the regulations.

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### **KGC Services (Continued)**

#### Responsibility for Supervision and Care of School Facilities

The administrator of each individual school and the business manager shall be directly responsible to the superintendent of schools for the supervision and care of school facilities. The business manager is responsible for use of or alteration of the physical plant.

#### Reporting

The administrator and business manager shall report immediately to the superintendent any unusual circumstance regarding the building's care and use of buildings, supplies, custodial and maintenance services, etc.

#### Priority in Use of School Facilities

The board reserves first claim to the use of its own property. Cancellations to outside groups may be ordered by school authorities, with or without due notice. Permission to use school facilities is granted with this understanding. The board will restrict the use of school facilities on holidays and summer months because of interference with special maintenance work.

#### Usage Procedures and Provisions for Outside Groups

##### *A. Application for Use of Facilities.*

Organizations wishing to schedule use of school facilities will make application to the building administrator seven (7) days in advance. A usage fee may be charged for facility use unless exempt as allowed by policy. A fee may also be charged to pay custodial and/or food service employee salaries, when such regular employee is not on duty. A cleanup fee will be charged when necessary. Organizations requesting long term use of facilities will negotiate a fee with the superintendent and will follow established school district guidelines.

##### *B. Approved Activities.*

In order to be approved, activities sponsored by non-school organizations must be in keeping with the general program of education. Request will be granted to reputable organizations.

##### *C. Political Meetings.*

Political meetings which are open to the public are considered to be within the general program of public education and school facilities may be used at regular rates provided no discrimination is shown.

## **BOARD POLICIES -- Section K -- General Public Relations**

### **KGC Services (Continued)**

#### *D. Supervision.*

Organizations using the facilities must be supervised by an adequate number of adult sponsors.

#### *E. No Smoking or Alcoholic Beverages in School Buildings.*

In the interest of safety and in compliance with regulations set forth by the State Fire Marshal, no smoking will be permitted in the school buildings. Alcoholic beverages will not be permitted in any of the school district facilities.

#### *F. Use of Gym Floor.*

All persons participating in physical education or athletic activities will wear approved gymnasium shoes.

#### *G. Moving and Adjusting School Equipment.*

Moving and adjusting scenery, securing lighting effect, operating public address system and similar matters will be accomplished under the direction of an employee of the board.

#### *H. Non-School Property to Be Removed.*

All properties not belonging to the school system are to be removed after the last performance or the following day after use of school facilities.

#### *I. Damage to School Property.*

Damage to school property will be assessed to those responsible.

#### *J. Opening and Closing.*

Arrangements will be made at the time the building is scheduled for opening and closing the building.

### **Public Use of School Bus, School Vehicles and Any School Equipment**

The school buses and other school vehicles owned by and operated by the board are to be used as provided by law and with board approval. School equipment is not available for use by outside groups unless approved by the board.

### **Use of School Vehicles by Staff Members**

School owned vehicles will be directly under the supervision of the superintendent, business manager, and transportation director.

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

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

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

### **Possession of a Firearm**

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

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

### **KGDA Public Conduct on School Property**

The superintendent or the superintendent's designee may deny access to the school building, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

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Person, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. (Visitors must secure and wear a visitor's pass to enter school buildings during the school day.)

Anyone who refuses or fails to leave district building, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

### **KGDAB Bullying by Parents**

The Board of Education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan (shall/may) be posted on the district's website, and copies of such documents shall be made available to parents of current students upon request.

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### **KH Gifts to Schools**

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.

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

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

### **KI Free Materials Distribution in Schools**

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

#### Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

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 administrator 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**

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### 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.

### **KK** Public Sales on School Property

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.

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

Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

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

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

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.

### **KK-R** Public Sales on School Property *(continued)*

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

### **KM** Visitors to the School

The administrator 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

## **BOARD POLICIES -- Section K -- General Public Relations**

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.

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

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

The following definitions apply to this policy.

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

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

### **KN Complaints (See BCBI, IF, IKD and JCE)**

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. Smith Shay Farmer Wetta, Attorneys at Law, Suite 350, O.W. Garvey Building, 200 West Douglas, Wichita, Kansas 67202 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, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination

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### **KN Complaints (continued)**

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 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 building 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 building principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

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### **KN Complaints (continued)**

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

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### **KNComplaints (Continued)**

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).

## **BOARD POLICIES -- Section K -- General Public Relations**

### **KN Complaints (Continued)**

#### **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.

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is

## **BOARD POLICIES -- Section K -- General Public Relations**

### **KNA Complaints Regarding Child Nutrition Programs (continued)**

prohibited. (Position or name, address, email address, and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

#### **Complaints About Discrimination in Child Nutrition Programs**

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html); or write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

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

**BOARD POLICIES -- Section K -- General Public Relations**

|   |  |
|---|--|
| <p>The policies of Board of Education of U.S.D. No. ### 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.</p> <p>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:</p> <p>District Discrimination Coordinator: Name: _____ Address: _____ Email: _____<br/>         Phone: _____</p> <p>Building Discrimination Coordinators: Name: _____ Address: _____ Email: _____<br/>         Phone: _____</p> <p>Title IX Coordinator: Name: _____ Address: _____ Email: _____<br/>         Phone: _____</p> |  |
| <p>Name of Complainant:<br/>         Address:<br/>         Email Address:<br/>         Telephone Number:</p>  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |
| <p>Nature of the Complaint<br/>         (Please Select Any that Apply):</p>   | <p>I believe that I have or someone I know has been subjected to discrimination on the basis of:</p> <p> <input type="checkbox"/> Race      <input type="checkbox"/> Color      <input type="checkbox"/> National Origin      <input type="checkbox"/> Racial Harassment<br/> <input type="checkbox"/> Sex      <input type="checkbox"/> Sexual Harassment      <input type="checkbox"/> Disability      <input type="checkbox"/> Religion<br/> <input type="checkbox"/> Age      <input type="checkbox"/> Genetic Information      <input type="checkbox"/> Harassment on the basis of _____;         </p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> General Complaint/Not Related to Perceived Discrimination</p> <p>My complaint is not one of perceived discrimination or harassment but is regarding the situation described below.</p> |
| <p>Please describe the incident or act complained of:<br/>         Please include information about:</p> <ul style="list-style-type: none"> <li>• Who was the person engaging in the conduct?</li> <li>• Who was the conduct directed toward?</li> <li>• What was the nature of the conduct?</li> <li>• When did it occur?</li> <li>• Where did it occur?</li> <li>• What effect did the incident have on you?<br/>             What effect did it have on the person allegedly targeted?</li> </ul>  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Attach additional sheets if necessary.</p>  |
| <p>Were there any witnesses to this incident?</p>   | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, please indicate who the witnesses were:</p> <p>_____</p> <p>_____</p>  |
| <p>What action do you believe the school or district should take with regard to this incident?</p>  | <p>_____</p> <p>_____</p>  |
| <p>If this matter proceeds to an investigation or hearing, will you appear and make and be interviewed and/or testify as to your knowledge of the matter?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |  |

**BOARD POLICIES -- Section K -- General Public Relations**

**ADOPTED BY THE RENWICK USD 267  
BOARD OF EDUCATION -- October 23, 1995**

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