

**Table of Contents**  
**Section K – General Public Relations**

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

*Political Campaign Materials*

*Advertising in the Schools*

*Mailing Lists*

**Sale of District Property ..... KK**

**Visitors to the School ..... KM**

**Tobacco-Free School Grounds for Visitors ..... KMA**

**Complaints ..... KN**

*Complaints About Discrimination or Discriminatory Harassment*

*Informal Procedures*

*Formal Complaint Procedures*

*Complaints About Discrimination on the Basis of Sex*

*Complaints Concerning Child Nutrition Programs*

*Complaints About Policy*

*Complaints About Curriculum (See IF)*

*Complaints About Instructional Materials*

*Complaints About Facilities and Services*

*Complaints About Personnel*

*Complaints About Emergency Safety Intervention Use*

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

*Complaints About Discrimination in Child Nutrition Programs*

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: JUL 20 1998

## **Public Information Programs**

**KB**

(See CEE, CEF, and KBA)

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

### Newsletters and other Media

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

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

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

Approved: 07/11/2022

KASB Recommendation – 3/00; 7/03; 4/07; 6/07; 6/22

## District or School Websites

KBA

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

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

### Website Rules

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

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
  - a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
  - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
  - the board's policy for the part-time enrollment of students; and
  - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the boards and administration's right to determine website content and monitor use by employees and students.

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

**District or School Websites**

**KBA-2**

Approved: 07/11/2022

KASB Recommendation – 6/00; 7/03; 4/07; 6/15; 6/22

## 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. The Principal 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: JUL 20 1998

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: JUL 20 1998



KBCD Extra Curricular

KBCD

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

Press Services

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

Broadcasting and Taping

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

Approved: JUL 20 1998

KBCD-R Extra Curricular

KBCD-R

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

Broadcasting and Taping

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

Approved: JUL 20 1998

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: JUL 20 1998

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: JUL 20 1998

**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: JUL 20 1998

**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: JUL 20 1998

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: JUL 20 1998

**KCA Protection of Privacy Rights**

**KCA**

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

Approved: KASB Recommended – 6/14

USD 417 Approved 7/2014

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

**KCB**

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

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

Approved:

KASB Recommendation – 6/14; 12/18

**KDC Solicitations**

**KDC**

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

Approved: JUL 20 1998

**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: JUL 20 1998

KFD School Volunteers (See IFC)

KFD

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

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

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

Approved: JUL 20 1998

KFD-R School Volunteers

KFD-R

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

Approved: JUL 20 1998



**KG Use of School Facilities by Community Groups (See DFG and JH) KG**

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. 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 should be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

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

Approved: KASB Recommendation - 3/00; 4/07; 6/14

USD 417 Approved 7/2014

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: JUL 20 1998



**KGB Concealed Observations (See JGGA)**

**KGB**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

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

Approved: July 11, 2016

KASB Recommendation -6/16

## **Bullying by Parents**

**KGC**

(See EBC, GAAE, JDDC, KGD)

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

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

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

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

Approved: 07/11/2022

KASB Recommendation – 6/13; 12/15; 6/22

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

**KGD**

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

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

**Possession of a Firearm**

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



**KGD Disruptive Acts at School or School Activities**

**KGD-2**

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

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

Approved: 8/2015

KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12; 6/13; 8/15

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

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

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

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

Approved: KASB Recommendation – 6/14

USD 417 Approved 7/2014



**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: JUL 20 1998

**KH-R Gifts to Schools**

**KH-R**

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

Approved: JUL 20 1998

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.

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.

Approved: JUL 20 1998

**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.

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: JUL 20 1998

**KK    Sale of District Property (See DFM)**

**KK**

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved – 2/2017

KASB Recommendation – 3/00; 4/07

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: JUL 20 1998

**KMA Tobacco-Free School Grounds for Visitors**

**KMA**

(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.

Approved: 08/10/20

KASB Recommendation – 6/20

**KN      Complaints**

**KN**

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

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. Superintendent Aron Dody (17 S Wood St, Council Grove, KS 66846; [adody@cgrove417.org](mailto:adody@cgrove417.org); 620-767-5192) 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

**KN Complaints**

**KN-2**

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 principal shall contact the complainant to determine if the resolution of the

**KN      Complaints**

**KN-3**

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.

**KN Complaints**

**KN-4**

- 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

**KN Complaints**

**KN-5**

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

**KN**      **Complaints**

**KN-6**

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: 08/10/20

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20

# U.S.D. No. 417 Complaint Form

<p>The policies of Board of Education of U.S.D. No. 417 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:</p> <p>District Discrimination Coordinator: Name: <u>Aron Dody</u> Address: <u>17 S Wood St, CG, KS</u> Email: <u>adody@cgrove417.org</u> Phone: <u>620-767-5192</u></p> <p>Building Discrimination Coordinators: Name: _____ Address: _____ Email: _____ Phone: _____</p> <p>Title IX Coordinator: Name: <u>Aron Dody</u> Address: <u>17 S Wood St, CG, KS</u> Email: <u>adody@cgrove417.org</u> Phone: <u>620-767-5192</u></p>	
<p>Name of Complainant: Address: Email Address: Telephone Number:</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Nature of the Complaint (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  <input type="checkbox"/> Sex      <input type="checkbox"/> Sexual Harassment      <input type="checkbox"/> Disability      <input type="checkbox"/> Religion  <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: 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? 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>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 be interviewed and/or testify as to your knowledge of the matter?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

**KNA Complaints Regarding Child Nutrition Programs**

**KNA**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. Superintendent Aron Dody (17 S Wood St, Council Grove, KS 66846; [adody@cgrove417.org](mailto:adody@cgrove417.org); 620-767-5192) 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)

Approved: 08/10/20

KASB Recommendation – 6/20