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KA Goals and Objectives

KA

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

Approved: **OCT - 7 1996**

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

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

Newsletters and other Media

The board may 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.

Approved: July 31, 2007

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

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the Assistant Superintendent and the Director of Technology, and school websites shall be supervised by the principal.

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;
- the board's and administration's right to determine website content and monitor use by employees and students.

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

Approved: August 17, 2015

The Valley Center Public School District encourages interaction from Facebook users but is not responsible for comments or wall postings made by visitors to the page. Comments posted also do not in any way reflect the opinions or policies of the District.

We reserve the right, but assume no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods, inappropriate, offensive, off-topic, or that defame, libel, incite, threaten or make ad hominem attacks on USD 262 students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures. Comments and postings are also subject to Facebook's and USD 262's Terms of Use and Code of Conduct policies as well as USD 262's board policies.

Valley Center Public Schools asks that people making comments on the page show respect for other users and viewers by ensuring the discussion remains civil, especially since Facebook allows individuals 13 and over to join. Remember that your name and photo will be seen next to your comments, visible to all visitors on the page. Facebook and Valley Center Public Schools encourages all users to utilize the "Report" links when they find abusive/offensive content.

Facebook does not allow any information from children under the age of 13. If we learn that we have information posted on our page from a child under age 13, we will delete that information as quickly as possible and report that user to Facebook. If you believe that any information has been posted to our page from a child under the age of 13, please contact the superintendent and/or designee.

If you have any questions about the Valley Center Public Schools Facebook page or desire to report unlawful, inappropriate or offensive material or a violation of intellectual property rights, please email the superintendent and/or designee to review the Terms of Use or Service.

Approved: February 14, 2011

USD #262-Valley Center**Policy and Procedure on Public Information****PURPOSE**

The purpose of this regulation is to delineate a clear policy on providing public information to the community through media representatives or the general public. School employees who provide information must present accurate, focused, consistent and timely information to residents and the media. The following administrative guidelines should apply to the official release of any and all information Valley Center Public Schools.

POLICY

It is the policy of the USD#262 to maintain open and transparent affairs with its stakeholders, the media and the community. As a safeguard, no district employee shall agree to an interview without appropriate approval by the Assistant Superintendent, Superintendent, and/or District's Attorney. Per policy KBC, 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 new releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the Superintendent and/or Assistant Superintendent prior to release. To that end, our communication goals are as follows:

- To provide info in an accurate, consistent and timely manner.
- Establish and maintain a healthy working relationship with media representatives and our community partners.

PROCEDURE

The Superintendent is responsible for the release of public information that is of interest or importance to citizens. Superintendent hereby delegates the authority and accountability of routine public information releases, advisories, interview responsibilities to Assistant Superintendent as follows:

- 1) Assistant Superintendent is expected to use good judgment, consistent with legal requirements, especially Kansas Open Records Act (KORA) so that the public and media are granted access to public information.
- 2) If a question arises as to whether certain information should be released, the Superintendent is to be notified immediately. If the question concerns a specific document, the matter will be referred to the District's Attorney in accordance with the provisions of KORA.
- 3) Assistant Superintendent and/or designee(s) have the authority to provide public information to citizens and members of the media. This includes the authority to grant interviews regarding routine matters to both print and electronic media. Superintendent shall be notified of all media interviews. If, however, the interview is of a controversial or political nature, Superintendent must be contacted before the interview is granted.

- 4) Assistant Superintendent is responsible for notifying Superintendent of significant events or issues that occur within the departments that may be of major interest or concern to the general public or media. This notification shall be made as soon as possible giving Superintendent ample time to respond.
- 5) Only the Superintendent and Assistant Superintendent shall respond to citizen or media inquiries in an emergency or crisis situation. Superintendent and Assistant Superintendent must be notified as soon as possible regarding the matter and response effort. Emergency Services Departments (Police, Fire, etc) are exempt from relaying routine emergency calls.
- 6) A district employee granting a media interview regarding district business not authorize by this policy is prohibited from speculating, editorializing, stating their personal opinion or comment on policy matters. Such comments could subject that employee to disciplinary actions in accordance with personnel policy.

MEDIA ADVISORIES/RELEASES

The Assistant Superintendent and designated staffers may develop news advisories/releases. News Releases and advisories distributed by the district must be on an official district news release.

News Advisories convey the Who, What, When and Where, Why and How of an event. Examples of Advisories include meeting notices, agendas and event information. Advisories must include the name and number of a contact person to call for more information. This procedure shall not replace legal requirements for notice publication, meeting notification or agenda distribution.

News releases are different from advisories in that they explain the Who, What, When and Where, Why and How of an event or program.

DEPARTMENTS

Departments may also release internal information concerning day-to-day operations as well as departmental goals and objectives.

Departments shall **not** release information exempt from public disclosure under the KORA unless the release is in the interest of the District and approved by Superintendent and/or Assistant Superintendent. The District's Attorney should be consulted for legal advice in this regard. The following are examples of such information that should not be released without further review:

- Material or information clearly identified as "Confidential",
- Internal personnel matters, including material or documents from personnel files. Requests shall be referred to the Assistant Superintendent for handling.
- Incomplete staff work, which includes staff work not yet submitted to Superintendent and Board of Education.
- Information regarding proposed or pending litigation.

Referral to the Assistant Superintendent or the District's Attorney of questionable documents is advised.

RESPONSIBILITY

The Assistant Superintendent is responsible for instructing departmental personnel on this policy as appropriate and employees are responsible to adhere to it. No exceptions will be made to this policy without the express written permission of Superintendent.

RELATIONSHIP TO PREVIOUSLY ESTABLISHED POLICY AND PROCEDURE

No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

Approved: January 12, 2009

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.

Senior Citizen Passes

Senior citizens age 62 or over will be granted, upon their request, a complimentary pass to attend all activities sponsored by the schools of the district. The pass may not be applicable to certain KSHSAA-sponsored play-off events.

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: **OCT - 7 1996**

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: OCT - 7 1996

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: **OCT -7 1996**

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: **OCT -7 1996**

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: **OCT - 7 1996**

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: **OCT - 7 1996**

KC Board-Community Relations

KC

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

Approved: OCT - 7 1996

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: August 11, 2014

KCB Custodial and Non-Custodial Parent Rights

KCB

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

Approved: August 11, 2014

KDC Solicitations

KDC

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

Approved: **OCT - 7 1996**

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: **OCT - 7 1996**

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: **OCT - 7 1996**

KFD-R School Volunteers

KFD-R

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

Approved: **OCT - 7 1996**

KG Use of School Facilities and Equipment

KG

The temporary use of school facilities or school grounds by community groups may be allowed by the board. Such use, however, shall not interfere with daily school operations, student routines, or any school-sponsored activity, and must be used in a way that conforms to applicable federal non-discrimination law.

Fees:

The board shall establish reasonable fees for the use of any school facility or school grounds to cover the cost of such use. Additional fees will be charged to cover costs of wages of school personnel involved. The fees are for the use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not normally housed in the rented space or facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent. This includes decorations, supplies, equipment, etc.

Regulations Governing Use of Facilities:

The Valley Center School District reserves the right for the use of its own property. School authorities, at their discretion, with or without notice, may cancel agreements for use of school facilities. Valley Center USD 262 reserves the right to modify, terminate or discontinue Facility Use Agreements.

The individual or group using the facility agrees to comply with all Board policies, rules and regulations, applicable laws, to assume responsibility for the care of the facility and to pay for any damages, beyond normal wear and tear, to that facility during its use. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, non-prescribed controlled substances, or alcoholic beverages are not allowed in the facility or on the premises, either by the individual, the group, other participants, or spectators. Groups using the building must be supervised properly so that orderly use of the facilities is insured. A school-approved employee may be required to be on duty at the expense of the individual or group using the facility. The employee will monitor to see that facilities are properly used and cared for but an employee's presence does not relieve the user of the facility who shall remain responsible for supervision of any activity and condition of the property.. A signed contract between the requesting individual or group and school district will be required before use of the facility is permitted. Insurance policies must be provided upon request of USD 262. Except with the approval of school authorities, no one will be permitted on gym floors wearing shoes other than gym shoes. No screws or nails may be used without the permission of the principal or superintendent. No open flames, including lighted candles, are allowed in any building.

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.

Payment:

If payment is required, 50% of the payment is to be made at the time of the application. The remaining 50% shall be paid within 30 days after the event is held. All fees shall be payable to Valley Center USD 262 and can be paid at the school or sent to the USD 262 District Office.

Requests for Use of School Facilities:

Individuals or groups wishing to use a school facility shall submit the request to the principal of the building desired. The principal will originate the proper building request form and send it to the superintendent or designee for final approval. The written request must be submitted at least two weeks in advance. Any requests submitted with less than two weeks' notice will be rejected unless approved by the superintendent or designee.

KG Use of School Facilities and Equipment

KG-2

Fees for Labor:

Designated employees of the district must be on duty at all times when deemed necessary by the administration. When any equipment is to be used, such as kitchens, stage lighting, score clocks, sound equipment, projectors, etc. a school employee who is familiar with this equipment must be present to operate it. Fees for reimbursing the district for the wages of such employees will be assessed. The fee will be \$30 per hour per employee. The building administrator is responsible for arranging for these employees. In the event that district staff are not available for the event, the facility cannot be rented.

Fee Categories:

It is necessary for the board to establish usage fees to cover additional costs for the use of school facilities. Two categories have been established;

Category “A” – No Fee Charge

Category “A” includes all school related groups or organizations that are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district. Such groups or organizations shall include:

1. Those providing school programs which are controlled by the district administration.
2. Those which are co-sponsored by the district and which are closely related to the co-curricular activities of specific attendance centers.
3. Individuals who, at the request of the parent and with approval of the principal, provide tutoring services to support core academic standards. Such tutoring must occur within or immediately adjacent to the school day. The individual must follow all school policies and procedures, be registered with the Learning Services Coordinator, and undergo a background investigation.
4. Groups or organizations where the majority of the membership is made up of USD 262 students.
5. Other individuals, groups or organizations specifically designated category “A” by the Superintendent.

All groups and organizations coming within the definition of Category “A,” require minimum membership fees and must remain open for public attendance and/or membership regardless of payment or non-payment of such fees. Such organizations may include the Parent-Teacher Organization, parent-teacher clubs, booster clubs, the Valley Center Educational Foundation, and school advisory groups. Girl/Boy Scout programs, Special Olympics, YMCA Latch-Key and school-affiliated sports teams will also qualify for using school facilities without a fee provided a school district staff member is on regular duty during the time requested.

For all camps, clinics, and fundraising activities hosted by USD 262 staff or USD 262 groups where fees are charged for participation or attendance, a flat-rate facility fee will be assessed. A fundraiser is defined as an activity with the primary purpose of raising funds for the group or organization. For any personnel required, as determined by the district, a \$30 per hour per person fee will be assessed.

Category “B” –Fee Charge

Category “B” shall include groups and organizations not specified in Category “A”. The fee structure will be established by the Board of Education and may be modified at its discretion.

CATEGORY B SCHEDULE

Elementary Buildings	Per Hour
Gymnasium	\$25.00
Cafeteria	\$35.00
Kitchen	\$35.00
Library	\$30.00
Classroom	\$30.00
Valley Center Intermediate Center	Per Hour
<i>Main Gymnasium</i>	\$35.00
<i>Secondary Gymnasium</i>	\$25.00
<i>Cafeteria</i>	\$35.00
<i>Kitchen</i>	\$45.00
<i>Library</i>	\$30.00
<i>Classroom</i>	\$30.00
Valley Center Middle School	Per Hour
<i>Main Gymnasium</i>	\$55.00
<i>Secondary Gymnasium</i>	\$35.00
<i>Wrestling room</i>	\$20.00
<i>Cafeteria</i>	\$45.00
<i>Kitchen</i>	\$55.00
<i>Classroom</i>	\$30.00
<i>Library</i>	\$40.00
<i>Auditorium</i>	\$55.00
Valley Center High School	Per Hour
<i>Main Gymnasium</i>	\$55.00
<i>Secondary Gymnasium</i>	\$40.00
<i>Wrestling room</i>	\$25.00
<i>Indoor Batting Cages</i>	\$25.00
<i>Cafeteria/Commons</i>	\$55.00
<i>Kitchen</i>	\$65.00
<i>Library</i>	\$45.00
<i>Classroom</i>	\$30.00
<i>Auditorium</i>	\$80.00
Administrative Office/TLC	Per Hour
<i>Parking lot with water usage</i>	\$10
<i>Meeting Room</i>	\$35
Outdoor Facilities/Athletic Fields	Per Hour
<i>MS Football Field/Track</i>	\$100.00
<i>MS or HS Tennis Courts</i>	\$100.00
<i>JV Softball Field</i>	\$55.00

<i>Varsity Softball Field</i>	\$80.00
<i>JV Baseball Field</i>	\$55.00
<i>Varsity Baseball Field</i>	\$80.00
<i>HS Football Field/Track</i>	\$150.00
<i>Outdoor practice fields</i>	\$10.00
<i>Outdoor practice fields/using lights-All groups</i>	\$40.00
<i>Pressbox at any facility</i>	\$50.00
<i>Concession stand at any facility</i>	\$50.00
<i>Restrooms at any outdoor facility</i>	\$25.00

CAMPS-CLINICS-FUNDRAISERS FLAT RATE FEES

Area	1-5 days	6+ days
Gyms	\$30.00	\$5/day
Cafeteria/Commons	\$10.00	\$2/day
Kitchen	\$10.00	\$2/day
Library/Classroom	\$5.00	\$1/day
Wrestling Rooms	\$20.00	\$3/day
Multiple Building areas-single event	\$50.00	\$10/day
Practice field	\$5.00	\$1/day
Multiple Practice Fields-single event. If lights needed, add \$20/day	\$10.00	\$2/day
Auditorium	\$30.00	\$5/day
Weight room	\$20.00	\$3/day
Parking Lot w/water use	\$15.00	N/A
MS FB field/track	\$40.00	\$5/day
District Stadium- if lights needed, add \$20/day	\$50.00	\$10/day
Varsity Baseball/Softball Field- If lights needed, add \$20/day	\$35.00	\$5/day
JV Baseball/Softball Field- If lights needed, add \$20/day	\$25.00	\$4/day
Pressbox, concessions, restrooms	\$10/area	\$3/day/area

* If a Category A group is using the facility to host an event that brings in groups that do not qualify under Category A, they will be charged the Category B fee.

** VCRC will fall under a separate agreement.

*** Any personnel needs including grounds, custodial, technical, food service, etc. are \$30 per hour per person

Approved: April 9, 2018

KGA Use of District Personal Property and Equipment

KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent or designee. 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 or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any 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, the building principal, or designee.

Approved: March 11, 2013

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: August 22, 2016

KGC **Bullying by Parents** (See EBC, GAAE, JDDC, KGD)

KGC

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: April 11, 2016

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.

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: August 17, 2015

KGDA Public Conduct on School Property

KGDA

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: August 11, 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: **OCT - 7 1996**

KH-R Gifts to Schools

KH-R

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

Approved: **OCT - 7 1996**

KI Free Materials Distribution in Schools

KI

Distribution of materials in Schools or on School Property will be subject to reasonable time, place and manner of restrictions. The Superintendent or his/her designee retains the right to review materials prior to distribution to insure the materials; do not violate any policy or regulation of the board; will not materially or substantially interfere, disrupt or impede the operation of the school; cause material or substantial disorder, invasion or infringement upon the rights of other students or staff; or endanger the safety of others. The administration also retains the right to refuse or deny distribution of any materials to students and/or staff of the District by non-curricular groups, non-school sponsored groups, outside individuals, speakers, or other groups in accordance with this policy or regulation adopted by the board. Distributors of materials may be required to place a disclaimer of school sponsorship on any materials or literature. Distribution in violation of this policy may result in suspension, expulsion, termination or other discipline of the students or staff involved.

Materials

Only information related to school sponsored or student curricular groups, events linked to individual schools, or activities sponsored by groups partnering with schools will be allowed to be distributed directly to students/families i.e. PTO, booster club, City Offices, Chamber of Commerce Offices, Recreation Offices and Public Library Systems within the district boundaries. The superintendent or his/her designee, at their discretion, may approve materials to be posted on the Community Bulletin Board which is located on the district website.

Approved: August 7, 2017

KK **Public Sales on School Property**

KK

School property will not be used for any public sales without approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board. The Board delegates to the Superintendent of Schools the right to short term lease property for the benefit of the district not to exceed two weeks in duration.

Approved: **NOV 10 1997**

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

KK-R

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.

Approved: **NOV 10 1997**

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: **OCT - 7 1996**

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

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The Assistant Superintendent, 143 S. Meridian, Valley Center, KS (316)755-7000 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, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2008. 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 should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

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

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
 - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

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

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Approved: August 12, 2013

U.S.D. No. 262

Complaint of Discrimination Form

The policies of Board of Education of U.S.D. No. _____ prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited.

Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: _____ Address: _____ Phone: _____
 Building Discrimination Coordinators: Name: _____ Address: _____ Phone: _____
 Name: _____ Address: _____ Phone: _____

Name of Complainant:	
Address:	
Telephone Number:	

Nature of the Complaint:	I believe that I have been subjected to discrimination on the basis of: <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"/> Harassment on the basis of _____
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Please describe the incident or act complained of: Please include information about: <ul style="list-style-type: none"> • Who was the person engaging in the conduct? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you? 	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
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Attach additional sheets if necessary.

Were there any witnesses to this incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate who the witnesses were: <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
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What action do you believe the school should take with regard to this incident?	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
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If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? Yes No