

**KA Goals and Objectives**

**KA**

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

Approved:

**KB Public Information Program**

**KB**

The board accepts responsibility for keeping the general public informed about the function and operation of the Cooperative.

Public's Right to Know (See BCBI)

All decisions of the board will be made in public. Executive sessions will be held only for specific reasons as provided by law.

Cooperative-Sponsored Information Media

The Cooperative will issue a newsletter to patrons containing information about the operation and activities of the Cooperative.

Approved:

**KB-R Public Information Program**

**KB-R**

The implementation of the public information program of the cooperative shall be the responsibility of the director.

School- Sponsored Information Media

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

Approved:

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

**KBA**

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

Web Site Rules

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

School rules shall include the following areas:

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

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

Approved: KASB Recommendation – 6/00

**SAMPLE HANDBOOK LANGUAGE / FORMS FOR  
DISTRICT USE AFTER BOARD APPROVAL**

**General Information**

Student Privacy Rights (See JRB)

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

Copyrighted Material Posted On Websites (See KBA)

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

Software Copyright (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 of 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 cooperative 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 cooperative by employees or students of the cooperative shall have approval of the director prior to release.

Conferences and Interviews

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

Approved:

**KBC-R Media Relations**

**KBC-R**

News Releases

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

Approved:

**KBCE**

**Interviews with Students**

**KBCE**

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

Approved:

**KBCE-R**

**Interviews with Students**

**KBCE-R**

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

Approved:

**KBE Information Campaign**

**KBE**

All information campaigns of the cooperative will be under the direction of the director.

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

Approved:

**KC Board-Community Relations**

**KC**

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

Approved: KASB Recommendation- 7/96

**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 cooperative hours and at cooperative-sponsored activities.

Approved:

**KDC-R**

**Solicitations**

**KDC-R**

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the cooperative 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 cooperative. 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 director. Requests will be considered in light of the proposal's direct contribution to the educational values in the cooperative. Consideration shall be on the basis of unreasonably added work for staff members.

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

Approved:

**KFD School Volunteers** (See IFC)

**KFD**

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

Persons interested in volunteering time or services to the cooperative should contact the director for assignment.

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

Approved:

**KFD-R School Volunteers**

**KFD-R**

The cooperative volunteer shall work under the direction of the director.

Approved:

**KG Use of Cooperative Facilities and Equipment**

**KG**

The board shall encourage the use of cooperative buildings and cooperative grounds by community groups. Use of any cooperative facility or cooperative grounds, however, shall not interfere with the daily cooperative routine or any cooperative-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any cooperative facility or cooperative grounds; fees and/or rental charges will cover costs of wages of cooperative personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for use of any school facility shall be published in the official cooperative newspaper each year before the beginning of the school year.

Lease Arrangements

Any lease arrangement shall have board approval.

Equipment

Permission must be granted from the director before any cooperative equipment is removed from the cooperative grounds.

Approved:

**KG-R Use of Cooperative Facilities and Equipment**

**KG-R**

The director may establish a deposit fee for the use of cooperative equipment that is to be removed from the cooperative grounds. The deposit will be received by the director and will be refunded when the equipment is returned and is in working order.

Approved:

**KGA Building and Grounds**

**KGA**

Requests for use of the cooperative's buildings and grounds by individuals or outside organizations shall be submitted to the building principal. Any request for use of the cooperative'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 cooperative's facilities shall comply with all rules and regulations governing use of the facility.

Approved: KASB Recommendation-9/97

**KGB Equipment**

**KGB**

Permission must be gained from the Cooperative office before any Cooperative equipment may be used or removed from Cooperative grounds.

Approved:

**KGB-R Equipment**

**KGB-R**

A deposit fee established by the director must be made before any Cooperative equipment may be removed from the school grounds. The deposit will be given to the appropriate building administrator and will be returned when the equipment is returned and deemed to be in working order.

**Audiometer Maintenance**

The Cooperative shall maintain only the audiometers which it owns and uses.

**Phonic Ear Rental Fee**

The yearly unit fee shall be paid by the Cooperative when approved.

Approved:

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

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

Approved:

**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 either by and student, staff member, or parent towards a student to by a student, staff member, or parent towards 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.

Approved: KASB Recommendation-6/13

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

**(See EBC, GAAE, JCDBB, 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 and 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 school sponsored activity, program, or event. This prohibition includes possession of concealed weapons even if the person has a valid concealed carry license in this state; 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 employee holds a valid Kansas Concealed carry license and such weapon is maintained out of plain sight. Appropriate signs shall be conspicuously posted as directed by the board and required by law.

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

**KGD-2**

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: KASB Recommendation- 6/99; 7/03; 6/06; 4/07; 7/12; 6/13

**KH**    **Gifts to Cooperative**

**KH**

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

Persons or organizations desiring to make gifts to the cooperative should contact the director.

Approved:

**KK Public Sales on Cooperative Property**

**KK**

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

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

Approved:

**KM Visitors to the Cooperative**

**KM**

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

Patron visits shall be scheduled with the director.

Notices shall be posted in cooperative 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 cooperative will be under the jurisdiction of the director who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

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

Approved:

**KN Complaints (BCI, GAAC, GAAB, GAAF, IF, IKD and JCE) KN**

The board encourages all complaints regarding the cooperative 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 cooperative's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Director of the Doniphan County Cooperative, Box 399, Troy, KS 66087, 785-982-4204 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. 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

**KN Complaints (BCI, GAAC, GAAB, GAAF, IF, IKD and JCE) KN-2**

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 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 a 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

**KN Complaints (BCI, GAAC, GAAB, GAAF, IF, IKD and JCE) KN-3**

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 filling written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

**KN Complaints (BCI, GAAC, GAAB, GAAF, IF, IKD and JCE) KN-4**

- 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 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 outline 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 outline in board policy, the negotiated agreement or state law will be followed
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**KN Complaints (BCI, GAAC, GAAB, GAAF, IF, IKD and JCE)**

**KN-5**

- Records relating to complaints filed and their resolution shall be forward to and maintained in 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 office 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, with 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 prerequisite to the pursuit of any other remedies including the right to file a complaint with the office for Civil Right of the U.S. Department of Education, the Equal Employment Opportunity Commission, or 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.

## **KN Complaints**

**KN-6**

### 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 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 local dispute resolution process outlined in board policy GAAF.

Approved: KASB Recommendation- 9/97; 8/98; 3/00; 4/07; 6/13

## **KN-R Complaints**

**KN-R**

### About Discrimination of Discriminatory Harassment

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

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the cooperative 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 cooperative compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the cooperative 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 cooperative compliance coordinator. Within 20 days after the complaint is resolved in this manner the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the director, 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 cooperative compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the cooperative 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

## **KN-R Complaints**

**KN-R-4**

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.

### About Policy

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

### About Curriculum (See IF)

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

### About Instructional Materials

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

**KN-R Complaints**

**KN-R-5**

About Facilities and Services

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

About Personnel

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

Approved:                      KASB              Recommendation-              9/97;              8/98

