

2018 - 2019

Parent-Student Transportation Handbook

Junction City, Ft. Riley, Milford & Grandview Plaza



Geary County Unified School District 475

P.O. Box 370

123 N. Eisenhower

Junction City, KS 66441

(785) 717 4000

INTRODUCTION

This handbook outlines the Kansas State Rules and Regulations and USD 475 Policies and Procedures relating to student transportation.

It is our desire, goal, and obligation to provide the safest possible student transportation. All bus drivers are required to have a CDL drivers license, pass a physical examination, complete a First Aid/CPR Course and Defensive Driving Course, and have no less than 20 hours of classroom and behind the wheel training prior to transporting students.

Without the cooperation of the parents and students, however, no amount of driver training can assure a safe ride. It is essential that all students abide by the rules and conduct themselves in a manner which will allow the driver to concentrate on and be alert to driving conditions of the road. Any time a driver's eyes are taken off the road to check a disturbance; the chances for an accident are increased.

USD 475 provides a contracted bus service. All buses are equipped with two-way radios and/or cell phones for immediate contact with the supervisor. All buses have passed a Kansas State Highway safety inspection and are maintained on a regular basis at the contractor's facility.

DESIGNATION OF AUTHORITY

Kansas Statutes Annotated 72-8302. (c) The Board of Education of every school district is authorized to adopt rules and regulations to govern the conduct, control and discipline of all pupils while being transported in school buses. The board may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules and regulations adopted by the board under authority of this subsection.

NOTICE OF NON-DISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Director of Human Resources at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.

For questions or complaints based on disability, please contact: Executive Director of Special Education at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.

PROPER BUS RIDING CONDUCT

By State Law, the driver is in charge of the bus. Disobedience of the driver's instructions or willful breaking of rules, which endangers the safety of other riders, may be cause for temporary or permanent suspension of bus riding privileges. Time spent on the bus is a part of the school day, and the rules of conduct that apply to the classroom also apply to the school bus.

1. Follow any and all directions given by the bus driver.
2. Remain in your seat until the bus reaches your stop. Riders must face forward in seat at all times. Drivers will assign seating charts and make seating changes when necessary.
3. Riders may talk in a normal voice to seat mates. Loud talking or shouting may distract the driver. Complete silence is required when the bus stops for a railroad crossing or when the driver must use the two-way radio. During inclement weather, riders are asked to keep noise level lower than usual.
4. Keep your hands, feet and objects to yourself. Horseplay, fighting or teasing will not be tolerated. Throwing objects within the bus and out the window of the bus is prohibited. Students shall not extend any part of their body out of the bus window. Students must not open or close the bus windows without the permission of the driver.
5. Refrain from using obscene, profane, disrespectful language or obscene gestures.
6. Bus riders are expected to follow the Bully-Free policy adopted by the district.



FAILURE TO FOLLOW ANY OF THE ABOVE RULES MAY RESULT IN BUS RIDER SUSPENSION.

TO HELP SCHOOL OFFICIALS MONITOR SAFE AND APPROPRIATE BEHAVIOR BUSES ARE EQUIPPED WITH VIDEO CAMERAS.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR ON THE BUS

Minor bus infractions:

- Leaning into the isles
- Turning around in seat
- Consuming food, drink or gum
- Talking too loud
- Littering on the bus
- Others

Major bus infractions:

- Obscene behavior
- Disrespect/Insubordination
- Vandalism
- Fighting/Assault
- Possession of Tobacco, Alcohol, Drugs and/or Weapons
- Others

Steps for Consequences:

1. Warning – 1 to 5 demerits
2. 1 Day Bus Suspension – 6 to 8 demerits
3. 3 Day Bus Suspension – 9 to 12 demerits
4. 5 Day Bus Suspension – 13 to 18 demerits
5. 30 Day Bus Suspension – 19 to 25 demerits
6. 60 Day Bus Suspension – 26 to 32 demerits
7. Remainder of the Year Bus Suspension – 33+ demerits

Automatic Bus Suspension - Minimum 3 days to a maximum of 60 days depending on the severity:

- Fighting/Assault, Possession of Tobacco, Alcohol, Drugs and/or Weapons. Other major infractions may result in an automatic bus suspension.

Note: When assessing consequences, the Administrator may take into account the frequency between infractions.

The DISCIPLINE REFERRAL form on the following page may be used to document inappropriate behaviors.

DISCIPLINE REFERRAL

Student Name _____ Grade _____ Date _____

Referring Teacher _____ Class _____ Administrator _____

Location of the Incident: (Please Check)

01 Classroom 03 Hallway 05 Restrooms 07 Activity 09 Other
 02 Cafeteria 04 School Grounds 06 Bus 08 Parking Lot

Type of Behavior Incident: (Please Check)

ASSAULT	<input type="checkbox"/> 2030 Harassment: Sexual	TOBACCO RELATED	<input type="checkbox"/> 3820 Plagiarism
<input type="checkbox"/> 1010 Physical Assault	<input type="checkbox"/> 2040 Verbal Conflict	<input type="checkbox"/> 2510 Tobacco Possession	<input type="checkbox"/> 3900 Gambling
<input type="checkbox"/> 1020 Sexual Assault	<input type="checkbox"/> 2050 Gang-Related Activity	<input type="checkbox"/> 2530 Tobacco Use	<input type="checkbox"/> 4000 Theft
<input type="checkbox"/> 1030 Fighting	<input type="checkbox"/> 2080 School Threat	<input type="checkbox"/> 2550 Tobacco Solicitation/Sale	<input type="checkbox"/> 4100 Sex Offenses Non-Violent
<input type="checkbox"/> 1040 Kidnapping	<input type="checkbox"/> 2090 Threat - Fire Alarm	<input type="checkbox"/> 2599 Tobacco - Other	TRUANCY
<input type="checkbox"/> 1050 Robbery	<input type="checkbox"/> 2099 Threat - Other	ARSON	<input type="checkbox"/> 4310 Truancy: Step 1
<input type="checkbox"/> 1070 Malicious Act Violence	ALCOHOL RELATED	<input type="checkbox"/> 3000 Arson	<input type="checkbox"/> 4320 Truancy: Step 2
<input type="checkbox"/> 1099 Assault-Other	<input type="checkbox"/> 2120 Alcohol Possession	BEHAVIOR	<input type="checkbox"/> 4330 Truancy: Step 3
WEAPONS	<input type="checkbox"/> 2140 Alcohol Use	<input type="checkbox"/> 3330 Disruptive Behavior	<input type="checkbox"/> 4340 Truancy: Step 4
<input type="checkbox"/> 1210 Weapon Possession	<input type="checkbox"/> 2150 Alcohol Solicitation/Sale	<input type="checkbox"/> 3331 Disrespect	<input type="checkbox"/> 4341 Truancy: Step 5
<input type="checkbox"/> 1230 Weapon Use	<input type="checkbox"/> 2199 Alcohol - Other	<input type="checkbox"/> 3332 Gross Disrespect	<input type="checkbox"/> 4350 Skipping
<input type="checkbox"/> 1250 Weapon Solicitation/Sale	DRUG RELATED	<input type="checkbox"/> 3360 Obscene Behavior	<input type="checkbox"/> 4360 Tardies - Unexcused
<input type="checkbox"/> 1299 Weapon - Other	<input type="checkbox"/> 2310 Marijuana Possession	<input type="checkbox"/> 3361 Profanity	VANDALISM
THREAT	<input type="checkbox"/> 2320 Marijuana Use	<input type="checkbox"/> 3362 Horse Play	<input type="checkbox"/> 4410 Vandalism: School Prop.
<input type="checkbox"/> 2010 Intimidation	<input type="checkbox"/> 2330 Marij. Solicitation/Sale	<input type="checkbox"/> 3380 Insubordination	<input type="checkbox"/> 4450 Vandalism: Personal Prop.
<input type="checkbox"/> 2011 Instigating a Fight	<input type="checkbox"/> 2340 Illicit Drug Possession	<input type="checkbox"/> 3381 Dress Code Violation	<input type="checkbox"/> 4499 Vandalism: Other
<input type="checkbox"/> 2012 Harassment: Bullying	<input type="checkbox"/> 2350 Illicit Drug Use	<input type="checkbox"/> 3385 Failure to serve sentence	TECHNOLOGY
<input type="checkbox"/> 2013 Pushing/ Shoving	<input type="checkbox"/> 2360 Illicit Drug Solicit/Sale	<input type="checkbox"/> 3399 Behavior - Other	<input type="checkbox"/> 5000 Inappropriate use of tech
<input type="checkbox"/> 2014 Harassment: Individual	<input type="checkbox"/> 2380 Drug Paraphernalia Poss.	<input type="checkbox"/> 3800 Forgery	OTHER
<input type="checkbox"/> 2020 Harassment: Hate-Related	<input type="checkbox"/> 2399 Drugs - Other	<input type="checkbox"/> 3810 Cheating	<input type="checkbox"/> 9910 Minor Bus Infraction
			<input type="checkbox"/> 9999 Other

Aggressive Behavior was against: 01 Student 02 Adult

Explanation: _____

Action Taken by Administrator: (Please Check)

01 Conf/Principal 02 Parent Contact/Conf 03 A.S. Detention
 04 OSS # of days _____ 05 Police/MP Contacted 06 Due Process Hearing
 07 Time Out Room 08 Alternative Program 09 Other _____

Administrator's Comments: _____

Administrator's Signature: _____

ACCEPTABLE ITEMS ON BUS

- Class treats or lunches may be carried on the bus if they are packaged and remain closed while on the bus.
- In order to transport USD 475 students safely, musical instruments must be positioned in such a way that they do not block or obstruct in any way the aisle, stairwell, or emergency window exits. Instruments must be carried in the seat with the student. This policy will be effective on November 13, 2017.

The following list of musical instruments will be allowed on route buses:

Trumpet
Violin
Flute
Oboe
Clarinet
Alto Sax
Viola

UNACCEPTABLE ITEMS ON BUS

- Students will not be allowed to eat or drink on the bus, this includes chewing gum.
- Students are to remove any headgear before boarding the bus. No hats, hoodies, sun glasses or other types of headgear are to be worn on the bus. During extreme cold weather permission to wear winter appropriate headgear must be granted by the bus driver.
- Students must have permission from the bus driver before using any personal listening device. Students must be able to hear the driver's instructions in case of an emergency.
- Students are not allowed to use cell phones on the bus. Emergency phone usage will be authorized by the bus driver.
- No pets or animals are permitted on a bus.
- No firearms or weapons as defined in USD #475 Board policy [JCDBB](#) are permitted on a bus. The intent of this policy is to allow zero tolerance on possession or use of weapons. Violation of this policy will subject the violator to suspension or expulsion.
- Tobacco, Alcohol, and/or Drugs shall not be permitted on the bus. The lighting of matches or lighters shall not be permitted on the bus.

VANDALISM

Riders must refrain from damaging the bus, seats or seatbacks. This includes poking holes, tearing or defacing the seats and seatbacks in any way.

An effort is always made to discover who committed the act of vandalism. Parents are responsible for any damages to the bus caused by their children. Failure of the parent to pay for damage may result in loss of bus riding privileges for their children.

LOADING - UNLOADING

1. Students will be loaded or unloaded only at designated stops.
2. Be on time. In order for buses to remain on schedule, students should be at the bus stop at least 5 minutes prior to the scheduled departure time. The driver will not sound the horn.
3. Parents are responsible for students at the bus stop prior to the bus arrival and when they exit the bus at the bus stop. Parents are not to board the bus. To speak with a bus driver, parents shall walk over to the driver's window.
4. Stay off the road at least 6-10 feet while waiting for the bus.
5. Never attempt to board or exit the bus until it has come to a complete stop.
6. If it is necessary to cross the road when leaving the bus, it must be done in front of the bus and at least ten feet from the front bumper. Never cross behind a bus.
7. Students should not push or shove others when boarding or exiting the bus.
8. Students shall stay out of the driver's seat and shall not tamper with the equipment.

MISSED BUS

If a child misses the bus to school, parents should contact Junction City Transportation at 785 762 2219 or B&B Busing at 785 238 8555, within 5 minutes of scheduled departure time. The bus may be able to return to pick up the student. If a child misses the bus home, they should tell a teacher or contact the school office. PLEASE reinforce this procedure with your child.

HEALTH CONCERNS

Serious health conditions for students riding buses must be stated on the Student Transportation Form (USD Form ET1 or ET1a). This form is available from the building secretary or at <http://www.usd475.org/depts/business/SitePages/Home.aspx> under the Transportation section. Serious health conditions include asthma, diabetes, serious allergies

(especially to wasp/bee stings) and any other condition that might require special assistance on a bus. Bus drivers use this information to help keep children safe on the bus. The Student Transportation Form needs to be updated if a child's health needs change during the school year.

Students in grades 6-12 who have a prescribed asthma inhaler or Epi-pen are highly encouraged to carry their rescue/emergency medication with them. This is to assure that medication will be available if needed. Talk to the building school nurse and the student's doctor about this. A school permission form signed by the doctor is required. This form is available from the school nurse or at [Enrollment - Spring Valley Elementary](#) under Health-Information - Forms.

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

Transportation is available and provided, as a needed related service, to all special education students assigned to self-contained programs who live outside the boundaries of the school building at which the program is held. Identified students receiving special education services that are to attend an elementary school and live within the boundaries of that school, will be provided transportation only as determined by the staffing committee and stated on the student's Individual Education Plan (IEP).

Special education students attending a secondary school (middle school or high school) that live within the boundaries of that school, will be provided transportation only if it has been determined by the staffing committee and stated on the student's Individual Education Plan (IEP).

Students who have been determined to be in need of this related service (transportation) will be picked up and returned as near as possible to the front door of the home, within reason.

Bus drivers have absolute orders not to allow special education students who have been determined unable to function independently off the route buses until they are certain that a parent or authorized responsible adult is at home to receive the child. In some cases, with a prior written request from the parent or guardian to the school principal and approval from the Executive Director of Special Education, a student may qualify for an exemption from this requirement.

No child should be released at the school or between the school and the child's home to any person who is not known to be the child's legal guardian unless the legal guardian specifically instructs school personnel in writing or J.C. Transportation personnel in writing or verified phone call, of the circumstances whereby the student may be released. In the event of a phone call situation, the guardian must contact school personnel the next business day to update the ET1a bus form.

In the event a parent/guardian or authorized responsible adult is not at home to receive the child after school, bus drivers are instructed to deliver the child directly to the Junction City Police Department, if the child lives in Junction City, or to the designated Post Representative, if the child lives on Fort Riley. Representatives of those agencies will then continue to try and contact the child's parent or guardian.

Whenever possible and as deemed necessary, school bus aides will be employed and assigned to buses providing transportation for exceptional students. The school bus aide will

assist the driver in enforcing the rules of the bus.

ROUTING

Bus routes are laid out with primary regard for safety, efficiency and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. State regulations allow students a maximum walk of up to one mile to a bus stop. We do our best to keep the distance less than one-fourth of a mile. If a private drive is over one-fourth of a mile in length, the bus will pull in provided there is an all-weather road surface, in the bus driver's opinion adequate room to turn the bus around, and no overhanging tree branches.

Those families living at the end of a route or off the route an unusual distance should notify the radio dispatcher of the appropriate bus contractor (JC Transportation at 785 762 2219 or B&B Busing at 785 238 8555) when their children do not plan to ride the bus.

Families living on roads, which on occasion may become impassable should provide the driver with written instructions concerning where or how their children will meet the A.M. bus and where they should be dropped off on the P.M. run.

INCLEMENT WEATHER

Whenever conditions exist which would make closing of school possible, tune your radio to station KJCK-AM 1420, KJCK-FM 94.5, KQLA 103.5 or Sunny 102.5.

Assigned district personnel will make an early route check to determine road conditions. This information will be given to the Superintendent and a decision for school opening will be made and relayed to above stations. You may also sign up for *connectED*. Visit the district's home page at www.usd475.org and select the *connectED* link found on the Links page.

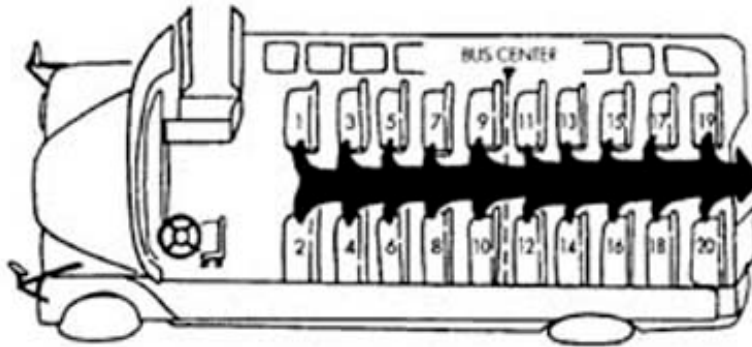
The Board of Education has indicated that when there is any doubt about a situation, the decision is to be in favor of **NOT RUNNING** the buses rather than to endanger the safety of any children.

EMERGENCY EVACUATION DRILLS

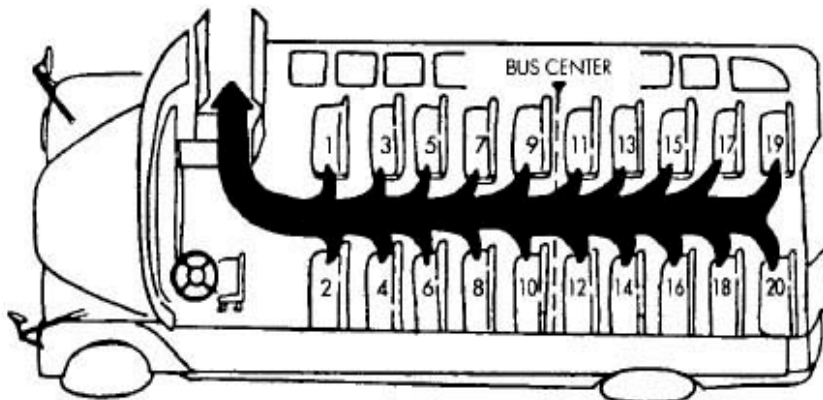
Two emergency evacuation drills per year are required. The driver may request more if deemed advisable. These drills are held as another SAFETY factor should an occasion arise which would require such action. The bus driver is responsible for designating student leaders and helpers and for directing the evacuation procedure. The purpose of the exercise is not to see how fast the drill can be done; the purpose is to help the student understand the right way to evacuate the bus in an emergency.

EVACUATION DRILL INSTRUCTIONS FOR STUDENTS

- Never run for the door. You should wait until the door has been opened before moving from your seat.
- When a rear door evacuation is used, the rear seats will be evacuated first, beginning with the most extreme rear seats, then moving toward the front of the bus until all students have been evacuated.



- When you get to the door, bend your knees slightly, hold your arms out in front of you with your hands turned down. Place your hands on the hands of the person standing outside the bus, then jump very lightly to the ground. Do not stand up straight before jumping.
- As soon as you are out of the bus, move quickly to the area away from the bus.
- When a front door evacuation is used, the front seats will be evacuated first, beginning with Seat #1, then #2, then #3, etc. until all students have been evacuated.



WHOM TO CALL

JC TRANSPORTATION COMPANY

(785) 762 2219

OR

B & B BUSING

(785) 238 8555

1. Reporting that student will or will not be riding a bus.
2. Inquiries regarding late bus arrival time.
3. Dangerous or impassable road conditions on rural routes.
4. Complaints concerning service.

USD 475 TRANSPORTATION OFFICE

(785) 717 4000

1. All other inquiries

HELPFUL INFORMATION

Visit the district's home page at www.usd475.org and select the "Skyward" button to access the Skyward Family Access Portal to view your student's information. The transportation tab displays your student's route information.

For general school and bus information, select the [Infofinder-i](#) program, also found on the district's home page.

Receive special school related announcements and emergencies through *connectED*. This system allows for automated phone calls, emails, texts and notifications through the USD 475 mobile app. Parents and staff are automatically enrolled to receive text messages when their correct contact information is in SKYWARD.

NONDISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Director of Human Resources at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.

For questions or complaints based on disability, please contact: Executive Director of Special Education at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.

JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2)

JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC-2

submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. The district compliance coordinator is the Executive Director of Personnel Services for the district and may be contacted at 123 N. Eisenhower, Junction City, Kansas, 66441 or at, (785) 717-4000. The district compliance coordinator has been designated to coordinate compliance with this policy and/or nondiscrimination requirements contained in federal and state law, such as Title IX of the Education Amendments of 1972. Information concerning the provisions of these laws and the rights provided thereunder are available from the district compliance coordinator.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will provide a prompt, adequate, reliable, and impartial investigation of sexual harassment and discrimination complaints, including the evaluation of all relevant information and documentation relating to a complaint of sexual discrimination or harassment by a school administrator, other district

JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC-3

employee, or district legal counsel with appropriate Title IX training and experience. Furthermore, the district will take prompt and effective steps to prevent recurrence of any sexual harassment or discrimination and to correct its discriminatory effects on the complainant and others, if appropriate. Initial investigation of a report, complaint, or allegation of sexual harassment or discrimination will generally be handled under the timelines and procedures outlined in the informal procedures portion of board policy KN. However, formal complaint procedures may be utilized at any time upon request.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a report, complaint, or allegation of sexual 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 and the district compliance coordinator and shall make such report as soon as practicable. If a student is the alleged victim of sexual harassment or discrimination, the student's parents or guardians shall also be promptly notified.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC-4

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal and the district compliance coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC-5

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in any way in the complaint process and/or investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. If it appears that retaliatory harassment has taken place, the district will take prompt and effective steps to stop the retaliatory harassment, prevent its recurrence, and remedy its effects.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Adopted by Board 07/15, Revised 08/14; 09/15; 07/18

SECTIONS

JGECA Racial and Disability Harassment
(See [GAACA](#), [GAAB](#), [GAF](#), [JDDC](#) and [KN](#))

JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability 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. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the

matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Adopted by Board 07/15; 09/15

[SECTIONS](#)

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 district compliance coordinator is the Executive Director of Personnel Services for the district and may be contacted at 123 N. Eisenhower, Junction City, Kansas, 66441, (785) 717-4000. The district compliance coordinator has been designated to coordinate compliance with this policy and/or 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 district 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 and the district compliance coordinator and shall so report as soon as practicable.

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. For complaints, reports, or allegations of sexual harassment or discrimination, the principal shall attempt to resolve the matter within 10 days of receiving notice thereof and shall notify the parties of outcomes or disposition of such matter within 3 days of reaching resolution. 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 and the district compliance coordinator. 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. In cases where sexual harassment or discrimination is alleged, the individual conducting the investigation shall have appropriate Title IX training and experience. The investigation shall be 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, and the outcome or disposition of the matter shall be shared with the parties within 5 days of the final resolution.
- 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.

Adopted by Board 07/15; 08/14; 09/15; Revised 12/17; 07/18

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