

GEARY COUNTY SCHOOLS

FAMILY HANDBOOK

2016-2017



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: Director of the Exceptional Student Services Division at 123 N. Eisenhower, Junction City, KS 66441 Telephone: 785.717.4000

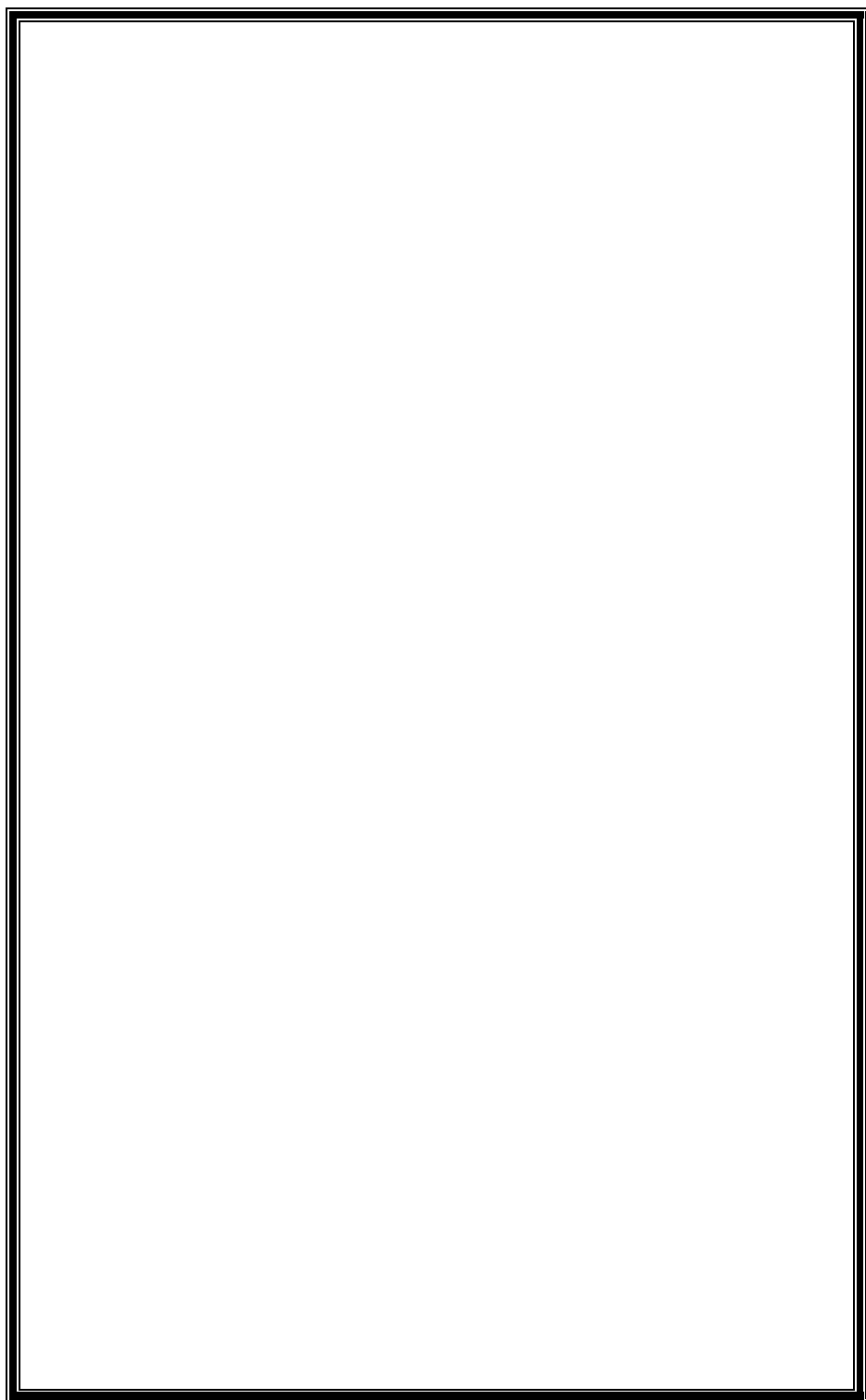
May 2016

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ADMISSIONS

Students are admitted to Kindergarten in Kansas if they are five years of age on or before August 31st of the year they enter. Those students entering USD 475 for the first time must present the following documentation:

- **Birth Certificate**
- **Immunization Record**
- **Physical Examination**

If the child does not have an immunization record, he/she will have to begin the series of shots again. Parents will have to provide documentary proof at the time of enrollment that the child has received at least one dose of the required immunizations. If proof of immunization is contained in files at the child's previous school, every effort will be made by the school nurse to contact that school to obtain immunization records. All students new to Kansas ages 5yrs-8yrs must have a physical examination within 90 days after their first day of attendance.

ATTENDANCE

Absences and Excuses (*Board Policy JB*) When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Schools will contact families of a student's absences, if they do not hear from the parent or guardian.

Excused/Unexcused Absences

The definition of "excused absence" includes the

following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family (principal may require a doctor's report);
- Obligatory religious observances;
- Required court appearance;
- College visits when scheduled with a counselor;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal or designee; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Absences and Excuses *(Board Policy JBD)*

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

If a student misses two or more hours of the school day, this shall be considered a significant part of the day. Significant Part of the school day, for the purpose of truancy, is defined in procedures.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or

unexcused absence.

Adopted by Board 07/15; 09/15)

Truancy (*Board Policy JBE*)

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Significant Part of a School Day

If a student misses two or more hours of the school day, this shall be considered a significant part of the day. Significant Part of the school day, for the purpose of truancy, is defined in procedures.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

BREAKFAST PROGRAM

Breakfast is served daily. The cost of a student breakfast is \$.30 for reduced and \$1.60 for full price. An adult breakfast is \$2.00. Students may pay daily however; we encourage families to deposit money in the child's account. Children will eat the school breakfast if they come through the line. They cannot bring an outside breakfast to eat. **The breakfast program is scheduled at each school. If your child is late to breakfast he/she will not be able to eat.** If you would like to eat breakfast with your child please notify the office a day in advance.

SCHOOL LUNCH PROGRAM

A hot lunch is available each day for any children that want to participate in the lunch program or students may bring a sack lunch from home.

Elementary: Reduced: \$.40 Full Price: \$2.45

Middle School: Reduced: \$.40 Full Price: \$2.55

High School: Reduced: \$.40 Full Price: \$2.60

Adult Price: Lunch: \$3.50

When you enroll your child, a meal account number is assigned to him/her. The assigned account number remains the same until your child leaves USD 475. When your child goes through the lunch line he/she is responsible for entering the assigned number using a key pad and the meal amount is deducted from the account.

While money may be brought in daily for meals, it is best to maintain a surplus balance in your child's lunch

account by depositing money on a consistent basis. If you are combining money to be deposited into more than one account, please send a note or use the "Memo" section on your personal check. Please put all money in a sealed envelope. The child's name and the purpose for the money should be marked clearly on the outside of the envelope. When a student's meal account is getting low, the system will print a notice that will be sent home with your student.

If you or another family member will be eating lunch, please call by 8:15 a.m. on the day you are coming. We must preorder meals and need correct count.

SAFE ROUTES TO SCHOOL POLICY

More information on the USD 475 Safe Routes to School can be found on the USD 475 webpage.

HEALTH SERVICES

Screenings- Required vision and hearing screenings are completed. Dental screening is done if resources are available. Write a note to the school nurse if you do not want your child screened.

Health Care- First Aid is provided at school as needed. Medication is only given after parents complete a medication form. The medication form lists additional guidelines.

Sickness- Students will be sent home if they are sick. It is important that the school has phone numbers where you can be contacted if your student is sick or injured. Students are to stay home from school until they have no

fever, vomiting or diarrhea for 24 hours (without taking medicine).

Change in Recess or PE Activity- Students who cannot go outside to play or have any physical limitations need a note from a doctor.

Health Requirements-Kansas law requires:

- Proof of an up-to-date shot record when a student is enrolled
- A physical exam for students eight years old and under

Questions?- Ask the school nurse.

USD 475 One-to-One DEVICE INITIATIVE:

We have purchased for several grade levels devices that will be checked out for students to use the entire school year. Procedures and guidelines can be found in the **USD 475 One-to-One Device Handbook.**

VISITORS TO THE BUILDING

In an attempt to provide security and prevent disruptions of learning, we ask **that all parents and visitors stop at the school office to sign in and pick up a visitor's badge before going to individual classrooms and sign out when the leave.** This is a USD 475 policy practiced in all schools. Visitors must bring an I.D. and may be asked to leave the I. D. at the office while visiting. This may be picked up when the visitor signs out to leave the building.

Parents are welcome to visit school but all classroom

visits must be prearranged with the building principal and kept to 20-30 minutes to prevent disruption of the instructional program. We welcome volunteers. Please talk to your child's teacher about helping out in the classroom or school.

APPROPRIATE DRESS FOR STUDENTS

A student's personal appearance is the responsibility of the student and his/her parents/guardians, but becomes the responsibility of school administration when it disrupts learning. School administration reserves the right to make decisions concerning the appropriateness of a student's attire, reserves the right to have a student remove any item deemed inappropriate for school, or to send a student home for a change of attire.

INCLEMENT WEATHER GUIDELINES

During severe winter storms, local radio stations will begin carrying reports of school closings by 6:00 a.m. If weather conditions force the early closing of school during school hours, radio KJCK will broadcast this information. If closing occurs, the school will follow the instructions you as parents gave us on the form completed at your fall Parent/Teacher Conference. PLEASE DO NOT CALL THE SCHOOL. Please listen to either FM 97.5 or AM 1420. We greatly appreciate your help. It is the right and responsibility of parents to decide if a student should attend school under abnormal weather conditions. You can sign up for USD 475 text alerts on our USD 475 webpage.

WINTER RECESS/BUILDING ACCESS GUIDELINES:

Students will remain in the building for recess and/or be

permitted to enter the building before school if the temperature or wind chill is below 20 degrees Fahrenheit.

TRANSFER POLICY

USD 475 wants to provide the best education for all students. Our faculty/staff has a commitment to children within our attendance area first. Transfer requests will be evaluated on an individual basis. The district has Transfer Guidelines that are used to determine if requests may be granted. **Tentative approval may be given with the understanding that a student may be asked to transfer to his/her home school up until September 20th**

BULLY PREVENTION

The Olweus [pronounced OI-VEY-us] Bullying Prevention Program is used in all USD 475 schools. The program is a comprehensive, school-wide program designed for use in elementary, middle, or junior high schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The school's efforts will include: establishing school-wide rules and applying consistent consequences against bullying, identifying children who bully and their victims in order to address their individual problems and needs, holding regular classroom meetings to discuss problems of bullying, rewarding children for good social behaviors, and making use of videos, books, and other resources on bullying. USD 475 will strive to make certain

that all children feel safe in our schools and have the greatest opportunity to learn.

In USD 475, we define bullying as: “A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.”

District-wide Parental Involvement Policy (*Board Policy KBD*)

USD 475, Geary County Schools believes parent involvement is integral to student success and will implement the following:

--The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures, including the process of school review and improvement will be planned and operated with meaningful consultation with parents of participating children.

--The school district will work with its schools to ensure that the required school-level parental involvement policies include, as a component, a school-parent compact.

--To the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request and, to the extent

practicable, in a language parents understand.

--The school district will be governed by the following statutory definition of parental involvement, and expects that its schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Kansas Parent Information Resource Center (KPIRC)

<http://www.kpirc.org>

The Kansas Parent Information Resource Center (KPIRC), federally funded, is the official Parent Information Technical Assistance Center for the state of Kansas. KPIRC promotes meaningful parent involvement at all levels of education and provides information and resources to help parents, schools, districts and other organizations promote the educational success of every Kansas child.

Parents Right-To-Know

Annual Notification to Parents of Children Attending Title I Schools

Parents may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum,

- ◆ whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- ◆ whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- ◆ the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- ◆ whether the child is provided services by paraprofessionals and, if so, their qualifications.

Information regarding teacher qualifications can be obtained by contacting:

Geary County USD 475 Human Resource Services
Mary E. Devin Center for Educational Support
123 N. Eisenhower
Junction City, KS 66441 (785) 717-4000

TITLE I SCHOOLS

In USD 475 we have schools that receive Title I Federal funds and are Title I schools based on their number of students on free and reduced lunches.

For information regarding Title I services, please contact:

Coordinator of Title I
Geary County USD 475
123 N. Eisenhower
Junction City, KS 66441
(785) 717-4000

504 STUDENT IDENTIFICATION AND REFERRAL PROCESS

The District shall annually undertake to identify and locate every qualified child with a disability residing in the District's jurisdiction who is not receiving a public education and take appropriate steps to notify children with disabilities and their parents or guardians of the District's duties under Section 504 and Title II in the District's child find publications, including newspaper notices, letters, flyers, and brochures.

The District shall provide a free appropriate public education (FAPE) to each qualified student with a disability in the District's jurisdiction. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, and complies with applicable federal regulations.

The District shall educate, or shall provide for the education of, each qualified student with a disability in its jurisdiction with students without disabilities to the maximum extent appropriate to the needs of the students

with a disability. The District shall place a student with a disability in the regular educational environment unless it is demonstrated by the District that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily.

The District shall ensure that students with disabilities participate with students without disabilities in nonacademic and extracurricular services and activities to the maximum extent appropriate to the needs of the student with a disability. Nonacademic and extracurricular services and activities include, but are not limited to, meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies which provide assistance to students with disabilities, and employment of students.

504 REQUESTS INITIATED BY PARENTS OR DISTRICT STAFF

Parental requests for Section 504 and Title II accommodations or services, including related services, may be requested verbally or submitted in writing to the Building-based Section 504 and Title II Coordinator. Each building principal shall serve as the Building-based Section 504 and Title II Coordinator. The Building-based Section 504 and Title II Coordinator will meet with parents or staff to complete both the Parent Notification and Consent to Determine Eligibility For Accommodations forms.

VIOLENCE FREE SCHOOLS (Board Policy JDD)

Students may be suspended or expelled for one or more of the following reasons (BOE Policy JDD):

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at a school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with a school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

DRUG FREE SCHOOLS (Board Policy JDDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled

substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

(A) Short term suspension

(B) Long term suspension; not less than one semester or four months

(C) Expulsion from school for the remainder of the school year.

(D) Suspension from participation and attendance at all student activities for a period that could be for the remainder of the year.

(E) Notification of the military or civilian policy of a violation

(F) A referral may be made to the Student Assistance Program for services.

(G) A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. The school will make a viable list of programs. The student and his/her parents or guardians will be responsible for paying for such rehabilitation.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes (K.S.A 72-8901, et. seq.). Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with the policies governing student discipline.

In the event it is agreed that the student will enter into and complete a drug education or rehabilitation program, the cost of such a program will be the responsibility of the student and his/her parents/guardians. A list of drug and alcohol counseling, treatment and rehabilitation programs, along with the names and addresses of contact persons for the programs is on file with the board clerk or designee. Parents or students should contact the directors of the programs to determine the cost and length of the program. This serves as the formal notification of this policy. Compliance with this policy is mandatory.

**ADMINISTRATIVE GUIDELINES EMERGENCY
SAFETY INTERVENTIONS (ESI)**

Safety for students and staff is always our number one concern. There are times when a student may demonstrate physically dangerous and/or destructive behaviors. In those situations, the student, peers and school personnel are at an increased risk for injuries and the student's behaviors may require an immediate use of Emergency Safety Interventions (ESI) by school personnel. The purpose of using ESI is to safeguard and help the student regain control so that learning may continue. In such situations, school personnel may physically restrain the student to protect him/her from injury, from hurting other students or adults, and from violent actions that may be destructive to property. Another intervention may be to remove a student from the scene of imminent danger or injury for a brief period of time. The purpose of this temporary removal is also to prevent students from harming themselves or others.

Emergency Safety Interventions *(Board Policy GAAF)*

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and

- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training

programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all the following:

- Date and time of the intervention;
- Type of intervention;
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of

such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report

the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Adopted by Board 08/14; 09/15

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT
(FERPA)**

During enrollment you received information regarding the FERPA Policy. The district policy states that the district may disclose appropriately designated “directory information”, unless you notified the district in writing by August 15 or no later than 10 days after enrollment. If notification is not received, pictures of your child may be posted on the building and USD 475 web pages.

**EQUAL EMPLOYMENT/EDUCATIONAL
OPPORTUNITY/NON DISCRIMINATION**

Geary County Unified School District No. 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. For questions or complaints based on disability, please contact Director of Exceptional Student Services. They can be reached at 785-717-4000, 123 N. Eisenhower Street, Junction City, Kansas 66441-0370.

**ANTI-DISCRIMINATORY POLICIES & GRIEVANCE
PROCEDURE**

See below or follow link:

http://web.usd475.org/Pages/NondiscriminationNotice_2010.htm

Discrimination Complaints *(Board Policy 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. For questions or complaints based on race, color, national origin, sex, age or equal access, please contact: Director of Human Resources, 123 N. Eisenhower, Junction City, KS, 66441, (785) 717-4000. For questions or complaints based on disability, please contact: Director of Exceptional Student Services, 123 N. Eisenhower, Junction City, KS, 66441, (785) 717-4000.

These directors have 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, 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 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.
- 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

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.

Racial and Disability Harassment (*Board Policy 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. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial 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 or 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 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.

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 of 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.

Sexual Harassment (*Board Policy 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) 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 encourages all victims of sexual harassment and persons with knowledge of such harassment to

report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

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 complaint 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. 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.

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.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. 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.

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 an investigation of 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.

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.