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

Approved: 2-14-94

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

Newsletters and Other Media

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

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

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

Approved: 7-9-07

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

Web Site Rules

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

School rules shall include the following areas:

- data privacy and FERPA regulations; (See JRB)
- copyright rules relating to access and use of materials; and the property rights of the district, students, or employees who create material; (See ECH and IIBG)

The board and administration shall determine website content and monitor use by employees and students.

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

Approved: 10-13-03

It shall be the policy of the board to cooperate fully with all responsible news media representatives in order that the public may be more fully informed about the operations of its schools.

News Releases

Routine news and information concerning school events and programs may be released to the press by or with the approval of the administrator of the school or program concerned. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district must have the approval of the superintendent prior to release.

News Conferences and Interviews

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

Approved: 2-14-94

News Releases

The superintendent or his/her designated representative shall prepare copies of school news releases approved by his/her office for any member of the board upon request.

Approved: 2-14-94

Members of the working press will be admitted free of charge to all athletic, special events, and other activities of the district upon recognition or the presentation of proper credentials.

Press Services

Space will be provided at all sports and special events for members of the working press to cover such activities.

Broadcasting and Taping

The superintendent or his/her designee are authorized to approve and establish rules and regulations for the broadcasting and taping of sports and special events activities of the district.

Approved: 2-14-94

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

Broadcasting and Taping

Members of the broadcast media must notify the superintendent or his/her designee prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved: 2-14-94

All information campaigns of the district will be under the direction of the superintendent or designated representative.

Use of Students

Students will not be used by the board in any capacity to implement any information program of the district, with the exception of notes, attendance center announcements, or related information, which may be sent home via students.

Approved: 2-14-94

The superintendent shall report to the board, upon request, on the progress of any information campaigns initiated by the board.

Approved: 2-14-94

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

Approved: 2-10-97

All persons seeking to sell, solicit, or display an item to any school employee on school premises must first secure permission from the building principal, superintendent, or other designated supervisor before any appointment is made with the vendor. All such appointments thus made will be held at a time approved by the employee's supervisor. All other solicitations of or by district employees are prohibited.

Solicitations by Staff Members

Solicitations of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited.

Solicitations of Staff Members

Solicitations of staff members by any vendor, student, other district employee or patron during normal school hours are prohibited unless permission is granted by the employee's supervisor.

Approved: 2-14-94

Solicitations of Staff Members

All vendors must secure permission from the employee's supervisor to interview a school employee. If any vendor violates this procedure, he/she may be barred from making appointments with school employees. The supervisor may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the

superintendent shall send appropriate notices to each supervisor. The notice will include the name of the vendor, his/her company, and reasons for and length of suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed twelve (12) months from the date of suspension. Said notice will be sent to the vendor in question and to his/her immediate employer.

Approved: 2-14-94

Any representative of the news media seeking to interview any student during regular school hours must first gain the approval of the building principal or designated representative.

Approved: 2-14-94

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

Approved: 2-14-94

The purposes of the school volunteer program are:

1. To increase the educational attainment of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement.

General Principles

Volunteer use in USD 428 is at all times guided by the principles and policies of the district.

Volunteers are assigned to a school only upon the request of the teacher or principal.

Volunteers serve only in an auxiliary capacity under the direction and supervision of certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

Effective Use of Volunteers

The use of school volunteers is not new to schools. However, the concept of a school volunteer program as an organized and coordinated activity cooperating with the

administration is new. School volunteers are playing an increasingly vital role in education. They are a vital asset to the schools, for they represent those citizens who translate their concern for students into action. These volunteers are important because they help everyone:

The students, most of all--

by providing opportunities for more individual attention under the direction of certified staff; by enriching curriculum by adding the experience of the volunteer's special interests, hobbies and avocations; and by closing the "generation gap" by providing more opportunities for students and adults to exchange ideas, an important "two-way" fringe benefit.

The teachers--

by relieving them of many necessary chores which take up time that could be used for more important educational purposes;

The administrators--

by assisting with office detail and parent communications; and

The community--

by improving the adult-student ratio in the classroom; by helping students to better understand their community; by enlarging the worlds of both students and volunteers; and by providing communication between the school and the community through positive participation.

Anyone can be a volunteer in education--men, women, or students who are willing to give time and talent to help as a member of the educational team. School volunteers must like people, want to help the school, and have time to devote a few hours a week to the task.

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers are not teachers; they assist teachers and will only be assigned to those staff members who request them. The volunteers will never replace the paid school staff, nor will their presence mean that fewer paid staff members will be needed.

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

School volunteers serving in the district without financial compensation are bound by the policies, rules, and regulations of the district. They, as any other employee, are to be supervised by each building principal.

Approved: 2-14-94

General Guidelines

Each school initiates and directs its volunteer program with the assistance and cooperation of the district central administration. The central office will work closely with the principal and staff in the respective schools to recruit, train, and place volunteers. The success of the advisor depends on the conviction of the administrators and the instructional staff that such a program will be beneficial for the students. The success of the program is dependent on the desire and ability of the instructional staff to use volunteers in education; therefore, cooperation between the district advisor and the individual schools is exceedingly important.

Two types of volunteers are defined:

The service volunteer in education offers assistance on a regularly scheduled basis and can be found anywhere in the schools:

- Compiling the school newsletter, arranging transportation for field trips, supervising the playground or lunchroom, etc;

- Working on a one-to-one or small-group basis in the classroom;
- Assisting the media specialist;
- Assisting with the clerical load of the school; and
- Assisting with the athletic program.

The resource volunteer in education is a recruit who shares talents, conducts demonstrations, or gives special presentations and who usually works with an entire classroom.

The central office administrator will emphasize the line that separates the certified instructional staff from the volunteers. The following instructional tasks are strictly certified-staff responsibilities and are not to be performed by volunteers:

- Diagnosing student needs;
- Prescribing instructional materials;
- Selecting appropriate materials;
- Counseling with students;
- Evaluating student programs and achievement; and
- Initiating or determining the *why*, the *how*, the *where*, and the *when* of any instruction.

The volunteer can be of considerable assistance in accomplishing some tasks; however, it is primarily the teacher's sole duty to initiate and direct such tasks.

The Role of Principal

The principal is a key person in the school volunteer program as the administrator and supervisor of all school activities. It is the principal's responsibility:

- To determine the scope and nature of the volunteer program in the building;
- To designate a staff member within the school to assist with the development of the program;
- To acquaint the staff with the program (goals, services available, ways to use services effectively) with help of the volunteer coordinator and the central office.
- To provide whatever orientation is necessary in the acceptance of volunteers by teachers, students and parents/guardians;
- To provide orientation training, placement, and evaluation within the building with the assistance of the volunteer coordinator, staff, and central office;
- To provide orientation of school policies and procedures to the volunteers;
- To provide access to the faculty lounge and cafeteria or provide them with similar space;
- To provide space within the building for volunteer meetings, bulletin boards, assignment box, materials, etc.;
- To provide a sign-in, sign-out sheet for all volunteers;
- To take responsibility for disseminating information to the volunteer coordinator, volunteers and professional staff; and
- To explore possibilities of providing released time for teacher's initial involvement in the program.

The Role of the School Staff Member

A teacher should take part in the program only because the teacher has a desire to use the volunteer in an effective way. The teacher shall:

- Make requests for volunteer services to the principal;
- Determine what specific duties a volunteer can perform in the particular classroom or department;
- Write a short job description for each volunteer assignment and give specific instructions when assigning tasks to a volunteer;

- Help train and use volunteers in any way that will be helpful to the students;
- Plan ahead to provide meaningful activities for volunteers;
- Help volunteers feel comfortable among the staff and students;
- Meet with volunteers to mutually assess the effectiveness of their services; and
- Have the option to request the principal to reassign any volunteer.

The Role of the Volunteer in Education

- A volunteer cares about people, particularly young people;
- Learns and observes the regulations of the school;
- Is regular and consistent in attendance and notifies the principal or staff member when it is necessary to be late or absent;
- Maintains a professional attitude--does not discuss teacher, student, or school affairs with other people;
- Realizes that school records and relationships between staff members and students are confidential;
- Understands and accepts the students in terms of their own background, values, vocabulary and aspirations;
- Accepts the tasks given by any staff member to whom assigned;
- Knows that every task performed in a school is important to the education of students;
- Realizes the importance of the volunteer's role as an example of behavior, speech, and dresses to the students;
- Understands and appreciates the work of the school staff;
- Stands as one with the staff member;
- Leaves personal pressures and concerns at home;
- Shows patience, tolerance, and understanding;

- Builds self-esteem and self-image as well as skills and ideas in students, and finds something positive to say when working with students;
- Is eager to increase personal competence by attending training sessions and taking advantage of on-the-job training;
- Keeps lines of communication open; discusses problems that arise with the principal or staff member; and
- Works cheerfully and willingly.

Approved: 2-14-94

The facilities and grounds of the school district shall be available for public use when it does not interfere with the established educational programs of the district. Such use shall be without undue additional costs to the district and in accordance with established regulations.

Approved: 2-14-94

The educational program and activities of all district students shall have first priority for the use of the facilities and grounds.

Facilities and grounds shall be available for use by responsible individuals, groups, or organizations for civic, educational, recreational, and entertainment activities.

The facilities and grounds shall also be available to religious groups for activities other than worship services on a temporary basis. Churches may use facilities for worship services in emergency situations on a short-term basis as approved by the office of the superintendent.

District facilities are available for use by permission of the building principal. Individuals, groups, or organizations may use the facility prior to the start of school in the morning (to be determined in each building) and following the dismissal of classes each school day until 4:00 p.m. There shall be no charge for facility usage during this period of time.

The Director of Business and Operations shall develop a procedure to enable individuals, groups, or organizations that want to make use of facilities after 4:00 p.m. on school days and/or any time on non-school days to schedule the activity in accordance with this procedure. Non-school personnel shall not be issued a school key at any time.

School employees (does not include spouse) shall be allowed to open and close the facility in which they are employed for small group activities in which they are involved. The school employee shall be present during the activity and responsible for any problem that may arise. The employee is also responsible for seeing that the electricity charges are paid. The principal of the building and the Director of Business and Operations shall be informed of these uses.

A school custodian shall be on duty and shall oversee the facilities and equipment when used by non-school groups and individuals.

Rules for Use of School Facilities, Grounds, and Equipment

Gambling, drinking, or the possession of intoxicants, or other improper conduct within the facility or on school property by any person, is prohibited and shall result in cancellation of the permit without notice. Any individual, group, or organization using facilities shall be responsible for policing the activities for which the permit was granted.

Those using the facilities, grounds, and equipment shall be held responsible for any damage other than normal wear.

Those using the facilities, grounds, and equipment must assume responsibility for injury, etc. The district provides no insurance to cover medical and dental expenses, hospitalization, and disability for individuals using the facilities and grounds.

There shall be no smoking in any school facility.

Concession rights are reserved for school groups unless otherwise stipulated.

The use of facilities and equipment shall be confined to the area(s) designated in the permit.

Permission must be granted from the appropriate building principal before any district equipment may be removed from the school grounds. Such person shall be held liable for damage to such property.

An adult sponsor must be in attendance at all times and is responsible for the conduct of those using the facility.

Auditorium rental shall include only minimal use of stage lighting and no other changes to facilities or equipment shall be made except as authorized by the principal. Where special lighting or sound equipment is needed, a special charge for operators (school personnel) and equipment shall be made.

Individuals, groups, or organizations using a facility when a custodian is not present shall be responsible for making certain the area is clear of trash and other debris that may have accumulated as a result of the group's activities.

School Activities

School activities have precedence, and as much notice as possible shall be given in the event a non-school activity must be canceled.

PTA activities are considered school activities and shall be arranged by the principal. No fee shall be charged.

Application for Use of School Facilities

All uses of facilities (outlined above) must be scheduled and arranged through the office of the Director of Business and Operations. Such uses shall be recorded on the master calendar in the central office and on each building calendar.

Approved: 2-14-94

Application for Use of School Facilities

Please complete this form and submit it to the District Education Center at 201 Patton Road, Great Bend, Kansas 67530-4613. All fees must be paid in advance. A file copy will be returned to you.

Group: _____
 Purpose of Event: _____
 Building: _____ Room (s) _____
 Date(s): _____
 Time: _____ to _____
 Additional Information: _____

We request the following: Number of chairs _____ Number of tables _____ Dressing Room(s) _____
 Piano _____ Other _____

The Application for Use of School Facilities must be completed in full.

FEES: USD 428 will assign fees to renters, based on the type of the organization:

_____ Group 1 School-related Organizations	_____ Group 3 Profit-making Organizations
_____ Group 2 Non-profit Organizations	_____ Group 4 Summer activity camps sponsored by district-employed coaches.

A \$75.00 refundable key deposit (separate check) must be paid by any group using USD 428 facilities. See description of groups and fee schedule for total fees charged.

SUMMARY OF FEES TO BE CHARGED:

<u>Utilities:</u>	Elementary Schools	\$ 2.00	x _____	hours	=	\$ _____
	Secondary Schools	\$ 4.00	x _____	hours	=	\$ _____
<u>Custodial:</u>	If required	\$ 18.00	x _____	hours	=	\$ _____
<u>Building:</u>	See schedule.					
	TOTAL FEES CHARGED				=	\$ _____

Note: In the event of damages to the rented facility, the group using the facility must pay the total cost of damages. The \$75.00 key deposit will be cashed and applied toward the total cost of repair of damages.

The District Education Center administration shall authorize the use of school facilities for a maximum of two times per month or eight uses by the same group within a period of one year. More frequent use by the same group will require Board of Education action.

We agree to abide by all the rules and policies of Unified School District 428 and to be responsible for all damages to the property, not including ordinary wear and tear. The following person is the official representative of the organization seeking the use of the property. We understand the Board of Education, at its discretion, may request that the renter provide proof of adequate liability insurance to the Director of Business and Operations, with this Certificate of Insurance naming USD 428 as an additional insured. It is understood that no liability insurance coverage will be provided by USD 428. Approved security personnel (if appropriate) have been employed for the event by the facility user, with the approval of the Board of Education. Note: Use of the facility will not be approved until all provisions have been fulfilled, including requested insurance requirements.

Attendance Center Principal	Name (please type or print clearly)
District Education Center Administrator	Signature
Date Approved	Address
	Telephone
	Date Submitted

**USD 428 reserves the right to use the gym for school purposes first at all times.
 Please check with the school secretary for possible changes.**

POLICY FOR USE OF USD 428 BUILDINGS

Adopted October, 1982
Revised November 15, 1984
Revised January 6, 1986
Revised November 12, 1990
Revised _____

- 1.0 Application for the use of facilities must be submitted in writing to the District Education Center at least seven (7) days prior to the requested date of use.
- 2.0 Use of the facilities by other than school groups will be restricted to such times when no conflict exists with school use of facilities. At all times it must be understood that the primary use of school buildings is for the educational programs of the district.
- 3.0 School authorities reserve the right to refuse use of school facilities to any group.
- 4.0 Outside events can be cancelled by USD 428 at any time. When possible, adequate notice of cancellations will be afforded the renting organization.
- 5.0 The school district reserves the right to assign a district employee to be present during the requested use period. There is a fee charge for the employees' assigned time, and this assignment will be at the cost of the using organization.
- 6.0 Sponsoring organizations must name an individual who will be in charge of the activity or event, and participants will not be admitted to the facility until the adult supervisor is present. The sponsoring organization, who assumes full responsibility for damages to the school property or loss of school equipment or furnishings, should realize that it has an obligation in the proper administration of the activity and should keep in mind the following:
 - 6.1 Use only necessary lights.
 - 6.2 Turn off all water when not needed.
 - 6.3 Do not adjust thermostats.
 - 6.4 Keep street shoes off wood gym floors.
 - 6.5 Return all disarranged furniture to original position.
 - 6.6 Close all windows and doors when leaving.
 - 6.7 Enforce the rule of no smoking, alcohol, controlled substances, or illicit drugs on the premises.
 - 6.8 Know that USD 428 is not responsible for damage to or theft of private property.
 - 6.9 It is the responsibility of the using organization to set all building alarm systems.
- 7.0 Subcontracting or transferring the facility use to a third party will not be permitted.
- 8.0 If a custodian is requested or required by USD 428, an \$18.00 per-hour fee will be paid directly, by check, to Unified School District 428.
- 9.0 Custodial time shall begin thirty (30) minutes before and shall end thirty (30) minutes after the approved activity, with a minimum time of two hours.

POLICY FOR USE OF USD 428 BUILDINGS (continued)

- 10.0 A requesting organization whose members are charged a participation fee shall be considered a fee user for USD 428 purposes.
- 11.0 The Great Bend Recreation Commission, churches, and incorporated nonprofit organizations from within USD 428, may be granted permission to use school district facilities without charge (except for a utility fee of \$2.00 per hour for elementary schools and \$4.00 per hour for secondary schools, subject to assessment after 5:00 p.m., on scheduled school days and on weekends during the regularly scheduled school year) or custodial fee by posting a key deposit of \$75.00 with the district. The key fee will be refunded after return of the key and after deductions for damages, if any damages have been inflicted upon the facility.
- 12.0 Nonprofit organizations hosting athletic tournaments will be assessed user fees when admission is charged or donations are sought from attendees and/or when concession stand(s) are operated. The fee under these circumstances, even if participating students are primarily students of USD 428, is noted in the Fee Schedule section, Group III.
- 13.0 Athletics / activities practices by no-profit organizations will be limited to ninety (90) minutes in length and will end (evacuate building) by 9:00 p.m.
- 14.0 Payment for use of school facilities will be made in advance. All checks for applicable fees are to be made payable to USD 428. Cash payments will not be accepted.
- 15.0 The above are guidelines which will be in effect. USD 428 reserves the right to make such changes as necessary due to the wide variation in types of events for which school property requests have been made.

SUMMARY OF FEE SCHEDULE

GROUP I: **School-related organizations.**

GROUP II: **Non-profit organizations** with the majority of members residing in USD 428 may use district-owned facilities at the rates shown on the Fee Schedule.

GROUP III: **Profit-making organizations** in USD 428 will not be granted permission to use district facilities unless approved by the Board of Education. If permission is granted by the Board, the fee structure will be altered. A fee of \$500.00 per event per day will be charged. The regular fee for usage will be assessed for each rehearsal.

GROUP IV: **Summer activity camps** will be handled on an individual basis. Applications for use must be made to the District Education Center. The individuals sponsoring such camps will be required to pay \$25.00 per day to the Board of Education for use of the district's facilities during the regular work day of 7:00 a.m., to 4:00 p.m. Monday through Friday. In addition to the daily rate of \$25.00, a fee of \$10.00 per hour or fraction thereof will be charged for use of the facilities beyond the regular work day and / or on week ends or holidays. Any additional fees will be billed after completion of the camp. The district will not furnish supplies.

(See *Fee Schedule* on the following page.)

FEE SCHEDULE

<u>Facility</u>	<u>\$ Per Hour</u>	<u>Minimum Charge</u>
Auditoriums:		
<u>High School</u>		
Performance	\$25.00	\$40.00
Practice	5.00	15.00
<u>Middle School</u>		
Performance	\$20.00	\$35.00
Practice	5.00	15.00
Gymnasiums:		
<u>High School</u>		
Performance	\$30.00	\$45.00
Practice	7.50	25.00
Set Up	10.00	30.00
Security	Provided by renter, with approval of rentee.	
<u>Middle School</u>		
Performance	\$25.00	\$40.00
Practice	5.00	17.50
Set Up	10.00	30.00
Security	Provided by renter, with approval of rentee.	
Cafeterias and Kitchen:		
Central Kitchen	\$35.00	\$70.00
High School	25.00	40.00
Middle School	25.00	40.00
Other Rooms / Areas:		
Multi-Purpose Rooms	\$20.00	\$30.00
Classrooms	10.00	15.00
V-Room	15.00	25.00
Stadium:		
Stadium Without Lights	\$50.00	\$ 75.00
Stadium With Lights	75.00	120.00
Combination	62.50	97.50
Security	Provided by renter, with approval of rentee.	
Other Facilities:		
Sunday School classes may use classrooms on a temporary basis for \$5.00 per room per Sunday.		

**FEEES RESULTING FROM FALSE ALARM(S) ON BUILDING SECURITY SYSTEMS
WILL BE THE RESPONSIBILITY OF THE RENTING ORGANIZATION.**

Use of the buildings and grounds of the district by individual or outside organizations must be approved by the appropriate building principal.

Approved: 2-14-94

Requests for use of district football equipment (including but not limited to football helmets, football shoulder pads, and other protective equipment) by students or former students who participated in district activities the previous school year may be submitted to the superintendent or the high school activities office. Any football equipment request shall be granted or denied pursuant to use guidelines developed by the administrator and approved by the board, and equipment must be returned in the same condition or must pay replacement cost of the equipment.

The *Football Equipment Check-Out and Release-From-Liability Form* must be completed and submitted by the qualifying student or former student if eighteen (18) years of age or older or by the parent of a student under eighteen (18) years of age.

Personal Use

No district football equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent, the building principal, or the activities director.

Approved: 04-14-08

Unified School District 428
Great Bend, Kansas
FOOTBALL EQUIPMENT CHECK-OUT AND RELEASE-FROM-LIABILITY FORM
(Reference BOE Policy KGAE)

This permit authorizes use of the school sports equipment as listed. The form signer agrees to accept responsibility for care of the equipment and compliance with school board policy KGAE.

Person to Whom Issued: _____

Address: _____

Telephone Number: _____ Group or Organization Represented: _____

Equipment Needed: _____

Date(s) of Use: _____ Start Time: _____ End Time: _____

Insurance and Other Special District Requirements for Use: _____

Amount(s) Paid: _____ Date: _____

Principal/Activities Director Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment (student 18 years of age or older or parent of student under age 18). Please read all provisions and guidelines related to this agreement.

I have read the equipment use agreement and guidelines, and I agree that I will be responsible for full compliance. I agree to hold USD 428, its staff, board members and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 428.

Signature of Approved Borrower:

Student / Former Student 18 Years of Age or Older

Date

Parent / Guardian of Student Under 18 Years of Age

Date

1st copy: Requester's copy
2nd copy: Building Principal
3rd copy: Dist Ed. Center

Permission must be gained from the appropriate building principal before any district equipment may be removed from the school grounds.

Approved: 2-14-94

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

Approved: 2-14-94

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

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

Approved: 8-14-95

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults, to damage school property; or to interfere with school activities or the educational process shall be asked to leave the premises.

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

Criminal Possession of a Firearm (See JCDBB)

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school-sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school-sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: 9-11-06

The board will consider the acceptance of gifts from the public.

Gifts to Schools (Cf. JL)

Any organization or individual wishing to make a gift to the district must have the prior approval of the board. All gifts will be regarded as gifts to the district.

Approved: 2-14-94

KH-R ***Public Gifts (Cf. GAJ, JL)*** ***KH-R***

Gifts to Schools

Persons or organizations desiring to make gifts to the schools should contact the superintendent or designated representative to obtain board approval.

Approved: 2-14-94

In accordance with rules adopted by the board, the superintendent or designated representative reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups -- Including Religious Materials

The principal may establish rules and regulations which control the time, place, and manner in which nonschool / educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any nonschool materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent or designated representative. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia, or any other illegal material or activity are prohibited.

Mailing Lists

No mailing lists of students shall be given to individuals, organization, or vendors for the purpose of distributing materials.

Approved: 12-11-06

UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas

Reference: BOE Policy KI: *Distributing Materials in Schools*

PERMISSION TO DISTRIBUTE MATERIALS IN SCHOOLS

The following item(s) may be distributed:

Time: On _____ (date) only between the hours
of _____ and _____.

Place: _____, a site set for
the purpose of distribution of approved materials.

Manner: The person distributing may stand next to the distribution site on which materials are stacked. If a child walking by asks for one, the person may hand him/her a copy. No attempt shall be made to engage the child in dialogue concerning whether they accept or reject the material.

Signature of administrator:

_____ Date signed

Signature of representative of group or individual who produced the material:

_____ Date signed

BOE approved: 12-11-06

KK *Public Sales on School Property* **KK**

School property will not be used for any public sales other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Approved: 2-14-94

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

Whenever excess property of the district is to be sold at auction, such sales shall be on school property to the highest bidder with cash in hand.

Approved: 2-14-94

Public records of the district, as defined in current law, shall be open to the public for inspection or copying as provided in said statute and in accordance with this policy and the procedures set forth herein.

Approved: 2-14-94

Definitions

For purposes of this policy, the following terms shall be defined as follows:

- (a) Public records - shall mean all recorded information that is made, maintained or kept by, or is in the possession of the school district, except such records as are excluded by the provisions of federal laws or state statutes.
- (b) Business day - shall mean any day other than Saturday or Sunday when school is in session, including summer school. Whenever the school central office is closed on school vacation days (summer, Christmas, and spring breaks) which are normal business days for the community, the central office shall be posted with the telephone number of an available school administrator who will accept a request for access to records.
- (c) Normal business hours - shall mean 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. of any business day.
- (d) Official custodian - shall mean the superintendent, whose office is located at 201 Patton Road, Great Bend, Kansas.
- (e) Custodian - shall mean the superintendent or designated representative to carry out the duties of the superintendent with regard to public records, who shall be available at the office of the superintendent during normal business hours.

Rules and Procedures

1. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

2. Public records may be inspected by any person so requesting during normal business hours or any business day. In the event the office where such records are located is not open during normal business hours, the custodian will, upon request, establish a specific time for the inspection and/or copying, which time shall be as soon as practicable, but in no event later than three (3) business days following receipt of the request.
3. All requests for inspection or copying of public records shall be made to the official custodian, or in the absence thereof, to any custodian designated by the official custodian. If a request is made to any employee of the district who is not the official custodian or a designated custodian, such employee shall furnish to the requester the name and location of the official custodian.
4. Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public records is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for the denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester not later than the end of the third day following the date that the request for the statement is received.
5. The custodian may refuse to provide access to a public record, or permit inspection and/or copying, if a request places an unreasonable burden in producing public records or if a custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district.
6. If the request is for copies of public records, the request must be in writing and shall state the name and address of the requester and a description of the records of which copies are being requested. A copying fee of \$.10 per copy shall be assessed and paid in advance by the requester. If a request for inspection and/or copying of a public record involves the collection of assimilation of voluminous records or the search of records to locate the requested information, an additional charge may be assessed to the requester in an amount equal to the hourly rate of the staff personnel supervising the copying or assimilating the requested information. All charges or fees collected shall be remitted at least monthly to the treasurer of the school district and shall be credited to the general fund.
7. Inspection or copying of public records shall be made while the records are in the possession, custody, and control of the custodian or a person designated by the custodian and shall be made under the supervision of the custodian or such person.

8. Upon the request of any person, a copy of this policy will be provided to the person requesting the same. No charge shall be made by the district for providing the copy of this policy.

Approved: 2-14-94

All school buildings shall be posted so as to require all visitors to first make their presence known to the appropriate building principal or designated representative before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

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

Approved: 2-14-94

The board encourages its patrons and parents/guardians to visit the district schools, supportive school departments, and classrooms. However, not every day is the most advantageous time for a parent/guardian to view actual instruction or student activity. For example, students may be taking standardized tests. For that reason, the following rules are adopted by the board to make patron/parent/guardian visitations most profitable to each patron/parent/guardian. Violators of this board policy and its rules may be subject to the state trespass laws. (Cf. KM)

Approved: 2-14-94

Patron/parent/guardian visits shall be made in accordance with the following guidelines:

- Patron/parent/guardian visits shall be scheduled with the teacher and the building principal.
- The principal or designated representative shall accompany the patron/parent/guardian on the visit if the patron/parent/guardian so desires.
- Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility.
- Patrons/parents/guardians shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.
- If a school visit leaves a patron/parent/guardian with a concern, this concern shall initially be discussed *only* with the building principal or superintendent.

- Board members who have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator shall make it clear that they are speaking and/or visiting as a parent/guardian and not as a member of the board.

Approved: 2-14-94

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 Director of Curriculum and Instruction and the Director of Special Education 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 of Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints

by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within twenty (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 one hundred eighty (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 thirty (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 twenty (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 ten (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 thirty (30) days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

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

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

Complaints About Personnel

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

Approved: 7-13-09



COMPLAINT OF DISCRIMINATION FORM

Ref. KN

The policies of the Board of Education of Great Bend USD 428 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Coordinators: Director of Curriculum and Instruction and Director of Special Education

Building Coordinators: Building Principals

Name of Complainant: _____

Address: _____

Telephone: _____

Nature of Complaint: I believe that I have been subjected to discrimination on the basis of:

- Discrimination grounds: Race, Color, National Origin, Racial Harassment, Sex, Sexual Harassment, Disability, Religion, Age, Other

Please describe the incident or act for which you are filing this complaint. Include information about the following:

- Who was the person engaging in the conduct?
What was the nature of the conduct?
When did it occur?
Where did it occur?
What effect did the incident have on you?

Blank lines for describing the incident.

Attach additional sheets if necessary.

Were there any witnesses to this incident? Yes No If yes, please indicate who the witnesses were:

Blank lines for listing witnesses.

What action do you believe the district/school should take with regard to this incident? _____

Blank lines for action.

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? Yes No