

TABLE OF CONTENTS

K--GENERAL PUBLIC RELATIONS

KA	Goals and Objectives
KBC	Media Relations
	News Releases
	Conferences and Interviews
KG	Use of Service Center Facilities and Equipment
	Fees and Rental Charges
	Lease Arrangements
	Equipment
KGA	Building and Grounds
KGC	Supervision of Non-School Groups
KGD	Disruptive Acts at School or School Activities (See EBC, GAAE, JCDBB, JDDC, and KGC)
KH	Gifts to Schools (See GAJ)
KK	Public Sales of Service Center Property (See DFM)
KMA	Tobacco-Free School Grounds for Visitors (See GAOC and JCDA)
KN	Complaints (See BCBI, GAACA, GAAB, GAAF, IF, IKD, JCE and KNA)
	Complaints About Discrimination or Discriminatory Harassment
	Informal Procedures
	Formal Complaint Procedures
	Complaints About Discrimination on the Basis of Sex
	Complaints Concerning Child Nutrition Programs
	Complaints About Policy
	Complaints About Curriculum
	Complaints About Instructional Materials
	Complaints About Facilities and Services
	Complaints About Personnel
	Complaints About Emergency Safety Intervention Use
	Form, Complaint
KNA	Complaints Regarding Child Nutrition Programs
	Complaints About Discrimination in Child Nutrition Programs

KA Goals and Objectives

KA

Educational public relations is a planned and systematic two-way process of communication between a service center 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: 12/19/07

KBC **Media Relations**

KBC

The board will attempt to cooperate with media representatives.

News Releases

News and information concerning service center events and programs may be released to the press with the approval of the executive director.

Conferences and Interviews

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

Approved: 12/19/07

KBC-R **Media Relations**

KBC-R

News Releases

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

Approved: 12/19/07

KG Use of Service Center Facilities and Equipment

KG

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

Fees and Rental Charges

The board may request reasonable fees and/or rental charges for the use of any service center facility or service center grounds; fees and/or rental charges will cover costs of wages of service center personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed periodically.

Lease Arrangements

Any lease arrangement shall have board approval.

Equipment

Permission must be granted from the executive director before any service center equipment is removed from the service center grounds.

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

Approved: 12/19/07

KGA **Buildings and Grounds**

KGA

Requests for use of the service center's buildings and grounds by individuals or outside organizations shall be submitted to the executive director. Any request for use of the service center's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the executive director and approved by the board. Any group using the service center's facilities shall comply with all rules and regulations governing use of the facility.

Approved: 12/19/07

KGC **Supervision of Non-School Groups**

KGC

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

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

Approved: 12/19/07

KGD **Disruptive Acts at School or School Activities**
(See EBC, GAAE, JCDBB, JDDC, and KGC)

KGD

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

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

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight. Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved:

KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12; 6/13; 6/15; 6/16
Approved Keystone Board of Directors: 6/16

KH **Gifts to the Service Center** (See GAJ)

KH

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

Approved: 12/19/07

KH-R **Gifts to the Service Center**

KH-R

Persons or organizations desiring to make gifts to the service center should contact the executive director.

Approved: 12/19/07

KK Public Sales on Service Center Property (See DFM)

KK

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

Approved: 12/19/07

KK-R Public Sales on Service Center Property

KK-R

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

Approved: 12/19/07

Keystone Learning Services/NEKESC No. 608 Complaint Form

The policies of Board of Education of Service Center #608 prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the cooperative. 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:

Service Center Discrimination Coordinator: Name: _____ Address: _____ Phone: _____

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

Title IX Coordinator: Name: _____ Address: _____ Phone: _____

Name of Complainant: _____

Address: _____

Email Address: _____

Telephone Number: _____

Nature of the Complaint (select all that apply): I believe that I have been or someone I know has been subjected to discrimination on the basis of:

- Race Color National Origin Racial Harassment Sex Sexual Harassment
 Disability Religion Age Genetic Information Harassment on the basis of _____
 General Complaint/Not Related to Perceived Discrimination

My complaint is not one of perceived discrimination or harassment but is regarding the situation described below:

Please describe the incident or act complained of: Please include information about:

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

Attach additional sheets if necessary.

Were there any witnesses to this incident?

Yes No

If yes, please indicate who the witnesses were:

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

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

KMA Tobacco-Free School Grounds for Visitors

KMA

(See GAOC and JCDA)

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any school/service center facility; in service center/school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine deliver system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Approved:

KASB Recommendation – 6/20

Keystone Board Approved – 6/20

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

KN

The board encourages all complaints regarding Keystone 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 Keystone's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The Keystone executive director, 500 E. Sunflower, Ozawkie KS 66070 785-876-2214 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator at 785-876-2214.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal or the Keystone compliance coordinator. Such complaints by a student should be addressed to the building principal, director, the guidance counselor, or another certified staff member. Any school employee who receives such a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal and Keystone

director. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such 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 or Keystone director 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 such discrimination or 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 or Keystone asst. director. The building principal/asst. director 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/assistant director shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the Keystone compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal/assistant director 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 director, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, Keystone will take prompt, remedial action to prevent its reoccurrence. Keystone prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation,

proceeding, or hearing.

Formal Complaint Procedures – discrimination or harassment

- 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 and the accused no later than 30 days after the filing of the complaint.
 - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable,) and 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 Keystone 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.

KN **Complaints** (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) **KN-4**

- 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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. Keystone prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

- 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 Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassments, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Director/Title IX Coordinator at Keystone Learning Services, 500 E. Sunflower Blvd., Ozawie, KS 66070.

Complaints About Policy

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

Complaints About Curriculum

The executive director 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/assistant director shall report any unresolved complaint about instructional materials to the executive director immediately after receiving the complaint.

Complaints About Facilities and Services

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

KN **Complaints** (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) **KN-5**

Complaints About Personnel

Complaints about Keystone personnel should be addressed in writing using the form available through the Keystone executive director. The executive director or asst. director shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

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

Approved:

KASB Recommendations: 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20

Keystone Board Approved: 12/16; 6/20

KNA Complaints Regarding Child Nutrition Program

KNA

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. Keystone Director/compliance coordinator, 500 E. Sunflower Blvd., Ozawkie, KS 60070, 785-876-2214 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the service center/school, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

http://www.ascr.usda.gov/complaint_filing_cust.html; or

write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
FAX: (202) 690-7442
Email: program.intake@usda.gov

Approved:

KASB Recommendation—9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/16; 6/20

Keystone Board Approved Recommendation – 6/20