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KA Goals and Objectives (See IB)

KA

The goal of educational public relations is to facilitate a process of communication between the service center and its internal and external publics. The public relations program is intended to develop better public understanding of the service center's goals, objectives, accomplishments, and needs.

The community shall be informed about service center functions and activities and the progress of service center improvement efforts. Patron involvement is encouraged.

Approved: KASB Recommendation – 3/00; 4/07; 1/14

ENTERED JAN 01 2015

KB Public Information Programs (See BCBI, CEE, CEF, CG and KBA) KB

The director, in cooperation with service center member districts, shall keep the public informed about the service center system's functions and operations.

Public's Right to Know

All decisions of the board, except those requiring executive session, shall be made in public with full opportunity of citizens to be present. Executive sessions will be held to a minimum and will only be used for specific reasons as authorized in state statute.

Approved: KASB Recommendation - 1/14

ENTERED JAN 01 2015

KBA Service Center Website (See ECH, II, IIBG, JR et seq. and KB) **KBA**

The service center website shall be under the supervision and control of the director and the director's designees.

Website Rules

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

Service center rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the service center, students, or employees who create material; and
- the director's rights to determine website content and monitor use by employees and students.

Service center websites are maintained to support the public relations and educational programs, special education, and related services of the service center. The website may be modified or terminated at any time by board action.

Approved: KASB Recommendation – 6/00; 7/03; 4/07; 1/14 ENTERED JAN 0 1 2015

KBC Media Relations

KBC

The director shall cooperate with responsible news media representatives in order that the public may be more fully informed about the operations of the service center.

Broadcasting and Taping

The director is authorized to establish rules and regulations for broadcasting and taping service center activities. Care should be taken to conceal the identities of students receiving services and to not disclose personally identifiable student records during any broadcast or taping without prior parent or eligible student consent.

The director shall be responsible for determining eligibility and issuing passes to press members on assignment to cover service center functions and activities. Members of the broadcast media shall notify the director prior to the day they wish to cover service center activities so arrangements may be made for their equipment.

News Releases

News and information concerning service center events and programs may be released to the media with the prior approval of the director. Service center news releases prepared for public distribution by service center employees or students shall have the director's approval prior to release. The director shall, upon request, prepare official service center news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular service center function or the provision of special education and/or related services to students. Representatives of the news media

KBC Media Relations

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seeking to interview a student during service center hours must first have the director's approval and written permission from the student's parent or guardian.

Approved: KASB Recommendation – 3/00; 4/07; 1/14

ENTERED JAN 01 2015

KDC Solicitations (See GAI)

KDC

The board of directors shall discourage all solicitations of and by staff members during regular service center hours and at service center-sponsored functions.

Agents, solicitors, and salesmen shall not be permitted to take time of teachers or students from educational activities. The students served and faculty of the service center shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the service center. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the director. Requests will be considered in light of the proposal's direct contribution to the educational values in the service center. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the directors. Violators may be denied further access to service center premises by board action.

Approved: KASB Recommendation - 4/07; 1/14

ENTERED JAN 01 2015

KFD Service Center Volunteers (See EBAA and IFC)

KFD

Service center volunteers work under the service center staff's direction with the director's approval.

Service center volunteers are bound by the policies, rules and regulations of the service center, serve without financial compensation and {are/are not} covered by workers' compensation.

Approved: KASB Recommendation – 3/00; 4/07; 1/14

ENTERED JAN 0 4 2015

KG Use of Service Center Facilities (See DFG and JH)

KG

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

Fees and Rental Charges

The board shall establish 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 and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-Service Center Groups

Whenever any service center facility is used by non-service center groups or individuals, a service center employee {shall/may} be on duty to see that the building and equipment are properly used. A service center employee may not be required to be on duty when, in the director's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the service center' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: KASB Recommendation – 3/00; 4/07; 1/14 ENTERED JAN 04 2015

KGA Use of Service Center Personal Property and Equipment

KGA

Requests for use of service center equipment by individuals or outside organizations shall be submitted to the director. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the director and approved by the board. The director may establish a deposit or requirement for the purchase of insurance for use of service center equipment before it is removed from the service center grounds or other service center owned or leased property. The deposit will be paid to the director (or/_____) and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of service center equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the service center fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If service center equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The service center may also require the purchase of insurance.

Personal Use

No service center equipment shall be used by staff for personal reasons at the service center, on location at a member service center district, or away from its designated station without the prior approval of the director

Approved: KASB Recommendation - 3/00; 4/07; 6/12; 1/14

ENTERED JAN 01 2015

KGC Bullying by Parents (See EBC, GAAE, JDDC, KGD)

KGC

The board of directors, in its commitment to provide a positive and productive learning and working environment for the students served and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using service center property, in a service center owned or leased vehicle, or at a service center activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The director shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at students and/or staff members may jeopardize their access to service center facilities; service center owned or leased property; service center sponsored activities, programs, and events; and/or service center students and/or staff members through the service center's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the service center bullying plan {shall/may} be posted on the service center website, and copies of such documents shall be made available to parents of students receiving educational services at service center facilities upon request.

Approved: KASB Recommendation – 6/13; 1/14 ENTERED JAN 01 2015

KGD Disruptive Acts at Service Center Facilities
(See EBC, GAAE, JCDBB, JDDC, and KGC)

KGD

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

The service center 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 director or the director's designee. In the absence of these individuals, the determination shall be made by the person designated to be in charge of the building or activity. The director shall be notified of any serious problem at the service center facilities.

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 service center owned or leased property, within any service center owned or leased building or facility; in a service center vehicle or an employee's personal vehicle being used to transport students, or at any service center sponsored activity, program, or event. This prohibition includes possession of concealed weapons even if the person has a valid concealed carry license in this state; however such prohibition shall not apply to the secured storage of a handgun in a service center employee's own locked vehicle on service center property so long as such employee holds a valid Kansas concealed carry license and such weapon is maintained out of plain sight.

KGD Disruptive Acts at Service Center Facilities

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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 director. 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; 1/14

ENTERED JAN 0 1 2015

KH Gifts to Service Center (See GAJ and JL)

KH

Any organization or individual making a monetary gift to the service center or a non-monetary gift with a monetary value greater than \$50 shall have the prior approval of the board. All gifts will be regarded as service center property.

Persons or organizations desiring to make gifts to the service center should contact the director. Non-monetary gifts with monetary values of less than \$50 may be awarded as door prizes for service center meeting participants, donated to a community or educational charity, utilized within the service center setting, or otherwise disposed of in the discretion of the director.

Approved: KASB Recommendation - 1/14

ENTERED JAN 01 2015

KI Distributing Materials in Service Center Facilities
(See JHCA, JK and JR et seq.)

KI

In accordance with rules adopted by the board, the director reserves the right to refuse distribution to students in service center facilities any material by outside individuals or groups which creates a material or substantial interference with normal service center function or appropriate discipline in the operation of the service center programs, instruction, or services.

Materials Produced by Outside Groups—Including Religious Materials

The director may establish rules and regulations which control the time, place and manner in which non-service center/educational materials are displayed and disseminated in service center owned or leased facilities and on service center owned or leased property. No student served by the service center shall be forced to participate in the distribution or receipt of any non-service center materials in service center facilities.

Political Campaign Materials

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

Advertising in the Service Center

No advertising for commercial purposes shall be permitted in the service center owned or leased facilities or on the grounds of the service center owned or leased properties without prior board approval. Advertising in any student publications shall be regulated by rules and regulations developed by the director. Advertising in any 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.

KI Distributing Materials in Service Center Facilities

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Mailing Lists

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

Approved: KASB Recommendation – 3/00; 4/07; 1/14

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KK Sale of Service Center Property (See DFM)

KK

Unless otherwise specified in policy, the board may dispose of property in a manner the board deems to be in the service center's best interest. Whenever excess service center property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved: KASB Recommendation – 3/00; 4/07; 1/14 ENTERED JAN 01 2015

KM Visitors to the Service Center

KM

The board encourages patrons and parents to visit service center facilities. Patron visits shall be scheduled with the director, the board clerk, or their designees.

Notices shall be posted in service center facilities to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a facility and/or grounds owned or leased by the service center will be under the jurisdiction of the service center during that time and will be subject to the rules and regulations governing the presence of visitors in service center facilities developed by the director.

Service center staff members have the authority to request assistance from law enforcement if any visitor to the service center's facilities or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the facility or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved: KASB Recommendation – 3/00; 4/07; 1/14 ENTERED JAN 01 2015

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

The board encourages all complaints regarding the service center 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 director 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 service center's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The Special Education Director located at 703 West Second Street in Oakley, KS 785-672-3125 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor or the service center compliance coordinator. Complaints by a student should be addressed to the building administrator in the district attendance center the student attends pursuant to such district's complaint procedure. In most cases, the complaint procedure for the school district in which the student receives services will control over this policy with regard to student complaints. This policy is

limited in scope to complaints of students receiving educational services as a service center facility, such as students who are enrolled in the service center's

KN Complaints

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Monument attendance center. In those cases, such complaints shall be directed to the building administrator, if applicable, or to the service center compliance coordinator. Any service center 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 in accordance with applicable policy. If the building administrator is the alleged harasser, the complaint shall be reported to the service center compliance coordinator. Complaints by any other person alleging discrimination within the service center setting should be addressed to the service center compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The service center compliance coordinator shall attempt to resolve complaints of discrimination or harassment in an informal manner. Any service center employee who receives a complaint of discrimination harassment from a student, another employee or any other individual in the service center setting shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the service center compliance coordinator. The service center compliance coordinator 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 compliance coordinator shall document the nature of the complaint and the proposed resolution of the

complaint. Within 20 days after the complaint is resolved in this manner, the compliance coordinator shall contact the complainant to determine if the

KN Complaints

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resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the service center compliance coordinator may initiate the complaint. Forms for filing written complaints are available in each service center office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the director, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
 - ◇ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

- ◇ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement, or state law will be followed.

KN Complaints

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- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the service center compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the service center compliance coordinator if such individual did not serve as hearing officer in the lower level, the director, a hearing officer appointed by the board who did not hear the complaint at the lower level, 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

Complaints about service center policies should be directed to the director. The director shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

The service center staff shall report any unresolved complaint about instructional materials to the director or the director's designee immediately after receiving the complaint.

KN Complaints

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Complaints About Facilities and Services

Complaints about service center facilities and services shall be directed to the director or the director's designee. The director shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The director or the service center supervisor 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 service center staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved: KASB Recommendation-9/97; 8/98; 3/00; 4/07; 6/13; 1/14

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