

USD 103 CHEYLIN SCHOOLS

Faculty and Staff Handbook

2021-2022



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**CHEYLIN SCHOOLS FACULTY & STAFF
2021-2022**

ADMINISTRATION

Sherrí Edmundson Superintendent
Suzann Bouray PK-12 Principal

DISTRICT CLERK

Keshia Walden Board of Education Clerk

SECRETARY

Bridget Pochop Elementary Secretary
Brook Sowers HS Secretary/Registrar

FACULTY

Ted Busse P.E./Health
Darwin Bouray Grade 2
Andrew Bouza Grade 6/JH AD
Jessie Bouza Grade 5
Kayla Bursch Kindergarten
Janice Churchwell Title/ 7th Math
Anne Coon Language Arts/Speech
Darla Dible Social Sciences/Library/On-lineSpanish
Kadi Guthmiller 8-12 Math
Amy Hendricks Science
Hannah Leonard Special Education
Sara Mullins Agriculture/Ag. Science
Morgan Reeves Grade 1
Cara Spencer K-12 Fine Arts/Yearbook
Chris Walden HS AD
Mady Young Grade 4
Forrest Zwegardt Grade 3

PARA Educators

Amanda Burke At-Risk
Anita Pochop At-Risk/Bus Driver
Blanca Rodriguez ESOL/Migrant Para
Elda Kramer Part-time At-Risk

NKESC

Dana Howard Special Ed Para
Chris Lee School Counselor
Elaine Marcuson At-Risk/Migrant/ESOL Instructor/Director
Mary Moore Speech Para
Jen Thompson Special Ed Para

PRESCHOOL

Amy Busse Teacher
Amanda Burke Para

COOKS

Heather McPherson Head Cook
Connie Carson Cook
Leah Rambat Kitchen Aide

CUSTODIANS

Leticia Estrada Head Custodian

TRANSPORTATION / MAINTENANCE

Steve Oldsen Director

TRANSPORTATION

Bus Drivers

Dan Carson
Sylvia Hubbard
Rachelle Hubbard
Anita Pochop
Jan Poore
Jacky Roesener

CHEYLIN FACULTY GUIDELINES

2021-2022

Duty hours are 7:35 a.m. - 4:15 p.m. *If you have a reasonable excuse, talk with the K-12 Building Principal, and it may be accepted if you are late or need to leave early.* Doctor and dentist appointments, parent/teacher conferences, or family illness are reasonable excuses *with prior approval.*

All teachers are required to be in their classrooms by 7:59 a.m. and at the beginning of each class period.

No class is to be unsupervised at any time if you have an emergency please notify the office so there can be coverage.

Teachers are to monitor the halls during class exchanges. During passing periods or when students are in transition all teachers are required to be in the hallways or outside your doorway.

Attendance for all faculty is required at building faculty meetings. Faculty meetings will be held before school at 7:35-7:50 AM or after school 4:00-4:15 in the designated building as needed.

Lesson plans are to be updated weekly by no later than Monday morning by 9:00 AM. These need to be completed in Google Drive, PlanBook EDU, Planbook.com or other electronic link and placed on the school website.

Attendance at special education initial staffing is required. One regular education teacher will be required to attend all special education staffings.

Please lock your room door at all times for security purposes. Visitors will need to go to the office and you will be notified they are on the way to your room and will have a visitors pass.

Personal/Professional Substitute Requests

Illness - Please contact Suzann Bouray, Principal 785-569-1534 (Phone or Text) & Bridget Pochop (785) 538-2268 the night before or by 6:00 am. Please turn in a signed leave of absence form the next possible school day.

Personal – Please contact Suzann Bouray, Principal 785-569-1534 (Phone or Text) to take a personal day, once approved take a signed leave of absence form to Bridget Pochop to schedule a substitute, leave will only be finally approved if coverage is available. If there are no subs available, then you will not be allowed to take a

personal day. Inservice days will not be eligible for personal days - please do not ask. All appointments can be scheduled for days other than in-service and will not be granted time off.

A signed leave request form is required for personal and professional leave of absence. This also includes absences for school and coaching events. **These must have prior administrator approval before being submitted for a substitute. All substitute assignments will be approved by the building principal this also includes in-house coverage due to staff shortages.**

Please include these in your Substitute Binder left in your classroom on your desk for a planned absence:

- Phone Numbers for within the building
- Times of Classes or Rotations
- List of students/Class Rosters for every hour
- Seating Charts (PowerSchool)
- Make sure all technology items are ready for them this includes computer passwords
- When their lunch time is and if they are on duty
- Detailed lesson plans, page numbers, and directions
- Please either have supplies/materials out or let them know where to find these
- Crisis drill information available

All emergency lessons plans need to be in a binder in your classroom clearly marked as well as an emergency plan left with the building secretary.

NO SMOKING OR USE OF TOBACCO PRODUCTS ALLOWED IN THE BUILDINGS OR SCHOOL GROUNDS. (KS LAW)

Noon duty includes supervision in the lunchroom and student gathering areas (Gymnasium). If the weather is nice, the area outside is also included in supervision responsibilities.

All activities, fund raising, field trips, etc. must first be approved by the administration and must be placed on the master calendar in the office. **Dates are reserved on a first come first served basis.**

All student accidents are to be reported to the office immediately and a log entry completed within 24 hours.

Faculty and staff use of school vehicles is allowed for school business. Please request permission to use vehicles in advance. **Return school vehicle as soon as you get back.**

Cell phones/Phone Calls

Teachers and Staff are to only use their personal cell phones at times when they are not in a supervising role with students and also before/after school, during planning times or lunch breaks. Personal cell phones are not to be used in the classroom or supervision times during the school day to include phone calls and text messages and phones should be on silent during times when students are in the classroom. Teachers and staff who need to be contacted during the school day please ask the caller to call the school office and the call will be routed through the school phones.

Long distance phone calls should be reverse charge or to your home phone number. If a personal call is made and charged from the school phone, please pay for such calls in the office.

All teachers are to post, in a conspicuous place, a copy of classroom rules and expectations. Please share an electronic copy with the office by August 19th.

If a student is referred to the office, a Powerschool log entry with details needs to be completed at the earliest convenience or by the end of the school day. If there is no time to enter a log entry, at least send a brief email to explain why the student is coming to the principal's office.

All teachers are required to follow student discipline procedures outlined under the heading Classroom Disruption in the Student Handbook to handle discipline situations. All teachers are responsible for discipline of all students at all times during the school day or at school activities.

All purchase requests must be submitted through the Principal's office before the purchase is approved by both principal and superintendent. Faculty members are responsible for filling out their purchase orders and having them signed by the principal before being sent to the superintendent.

(JDA) Corporal punishment shall not be permitted in the school district. (GAO) An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance, which threatens physical injury to others. If you use physical force on any student at any time, report to administration as soon as possible.

WEDNESDAY – WEEKLY AGENDA: Teachers are requested to turn in a list to Bridget by Wednesday noon of all special activities planned for the following week so they may be included in the weekly agenda. All teachers and staff are required to attend assemblies to help supervise.

Parent/Teacher Conferences: Limit your parent/teacher discussion to that parent's child only. Do not discuss other students. Please begin all conferences with a positive comment regarding the student.

Teachers/Staff are reminded about the confidentiality of all student records and that this confidence is protected by law. No information about a student is to be released to any unauthorized person under any circumstance. **Do not engage in idle talk about students or fellow professionals with anyone.**

Do not use students to run errands.

GS Absentees need to be recorded both AM/PM at the beginning of the day and again after lunch.

JH/HS Absentees need to be **recorded by the teacher at the beginning of class and for every period each day.**

Audio-Visual equipment needs to be properly checked out from the Library.

Field Trips

Field trips and excursions are to be scheduled through the office with prior administration approval. Appropriate notice and permission is to be filed with parents regarding trip details.

Teachers in grades K-6 are to plan field trips to accommodate combination grades K-3rd & 4th-6th students. Parents are welcome to fill any available seats on school provided transportation, or to follow along in their own vehicles. If there are more parents wishing transportation than seats available, a random drawing will be held to determine parents who wish to ride school provided transportation. The drawing will be based on available seats per percentage of students in class. If 10 seats are available and there is a 60-40 ratio of students in the two grades going on the field trip, six seats will be reserved for the parents of students in the larger class and four seats will be reserved for the parents of students in the smaller class. Kindergarten class will be allowed field trips as in the past with no change in format.

Additional class trips are subject to administrative approval dependent upon date, time, and location.

HOMEWORK

All homework assigned shall be corrected, graded, recorded and returned to the student(s) within one weeks time, except for long term projects, after the work's due date.

Grades are private and for individual student's eyes only. Do not allow students to grade one another's papers. Paraprofessionals and student teachers are allowed to grade papers under the direction of the classroom teacher. Personally hand-deliver all major tests and assignments to the student.

The following are policy guidelines of the district for grading processes. Grading practice is positive and serves to measure and report student achievement. Grades measure learning/achievement. Grades are not to be used as a disciplinary measure. **At least one grade is to be recorded in each class, for each student on a weekly basis for grades 6th-12th.** Students are not to receive a failing grade on a report card without prior personal notice to parents/guardians and student from the teacher of the class that the student is failing. **If at any time a student's grade average falls below passing prompt parent/guardian notification shall take place.** This contact may be by telephone, email, or in person (Parent preferred method of contact should be used).

Please report students having academic difficulties to the Student Improvement Team.

504 Modified Curriculum

Do not alter any of your curriculum expectations for any student without going through the steps prescribed for 504 parental approval. Any individual student must meet the same requirements for your class as all other students. If a student is having a difficult time successfully maintaining satisfactory progress in any class you teach, please visit with Mrs. Marcuson regarding the procedure to follow to get the student some extra help.

General Information

If a student is detained in your class for any reason, you are required to write out a tardy slip and or to notify the office or next period teacher to allow the student excused admission into their next class.

Students, absent due to Level 2 criteria, are allowed to request advance assignments up to 6 school days prior to the absence.

In-service activities are to be related to professional learning, student achievement, and school improvement.

Professional staff is expected to dress, act, and treat all of the various patrons served in a professional manner.

All students enrolled in lab classes are required to pass an appropriate safety test with 100% accuracy prior to using the lab. Industrial Arts, Vo. Ag., Science, Yearbook, and Computer Lab teachers: It is vitally necessary for the safe and smooth operation of the school that these areas receive special attention to create a safe, clean, and orderly environment to enhance student learning. All lab or shop related classes are required to allot a minimum of five minutes at the end of each class period to clean up work areas.

In the classroom, it is the teacher's responsibility to clean up and put away, in appropriate storage space, all materials used for class activities.

Please review all fire exits and tornado shelter areas with students during your first scheduled class session.

All activity program information is to be turned into the office one week ahead of the event.

Do not discipline a student in front of other students or adults. Pull them aside quietly, if this is unable to happen please call the office for coverage to you can step to another classroom space, office, or other private area where you can discuss the situation with the student.

Sponsors please give a membership and officer list to the High School Secretary.

All carpeted classrooms are off limits to food and all drinks except water. There may be an exception for special occasions. After a special occasion, it is the teacher's responsibility to supervise classroom cleanup.

(HBG-R) Employees shall have no expectation of privacy when using direct e-mail or other official communication systems. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

WEEKLY ELIGIBILITY

Student Eligibility will be determined on a weekly basis, which will run from Monday noon to Monday noon. The eligibility criteria will require a student to maintain a minimum 2.00 GPA with NO GRADES of F standard. Eligibility will run for an entire semester and will restart new the 2nd and 4th nine weeks.

All students must meet certain academic standards to be eligible for athletic and/or extra curricular activities. Eligibility will be cumulative for the entire semester. Weekly eligibility requirements will commence at the beginning of the third week of each semester period. Any new student that enrolls will be given a 3 week grade period for eligibility from the date they start attending classes. Any student who does not maintain a minimum 2.0 GPA with NO GRADES of F standard will be placed on academic probation. A student on academic probation will be allowed a one-week grace period to meet the standard. If a student fails to raise his/her grades during the grace period, they will be declared ineligible for a minimum of one week and will be required to email parents, coaches, etc., their grades. Students will remain ineligible until the minimum standard is met and will be required to attend after school study hall and proof of grade change is submitted in the Electronic Grade System. The ineligible period will commence and end at 12:00 p.m. on Monday. If an extracurricular activity begins prior to 12:00 p.m. Monday, the student will be allowed to participate until the activity is concluded. Eligibility is handled electronically. **The high school secretary will run the eligibility report every Monday by 9:00 A.M. Grades are due in the Electronic Grade System by 8:30 A.M. weekly by the classroom teacher.** A list will be distributed to the Principal, A.D., coaches, and classroom teachers. It is the responsibility of coaches and sponsors to regularly check eligibility, particularly before scheduled activities. The teacher will personally inform students who are ineligible in their classes. The principal or counselor will meet with students who are ineligible or on academic probation. Parents will receive an email or phone call from their child informing them of their son/daughter's academic probation or ineligible status. KSHSAA eligibility rules are still in force at all times. The Superintendent may grant an exemption for crisis situations. **(Subject to change for clarification)**

PLEASE ADHERE TO THE FOLLOWING SEQUENCE TO REPORT STUDENT'S GRADES ON MONDAY MORNING.

Weekly eligibility requirements will commence at the beginning of the third week of each semester.

Each week, on the first attendance day, eligibility report will be ran by the HS Secretary by 9:00 A.M. a report listing students with D and F grades will be generated from PowerSchool. The eligibility list will be updated at

that time. It will be shared with the administration, coaches, and sponsors. It is confidential and should not be posted in the classroom or made public by announcing. It is the teacher, sponsor and coaches responsibility to check eligibility on a regular basis, notify students/parents where they stand if ineligible for events.

The principal or counselor will personally inform students who are ineligible or on academic probation. Parents will receive an email or phone call from their child informing them of their son/daughter's academic probation or ineligible status. **Teachers are required to immediately inform parents when a student's grade falls below passing.**

SEXUAL HARASSMENT

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure to sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district's attorney. The building principal or district's attorney shall discuss the complaint with the student to determine if

it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

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

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

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

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

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

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities will be defined as all school-sponsored activities, which do not give units of credit toward graduation, including such activities as prom, school sponsored dances, club meetings, academic contests, music contests, athletic competitions, cheerleading, dance, and other such activities.

Coaches: The Board of Education is requesting (no formal motion) your cooperation in working with the Ministerial Alliance by establishing a **6:00 p.m. stop** time for all extra-curricular activities and practices on Wednesday nights.

Coaches & Sponsors – No practices shall be held without coaches and sponsors present.

Coaches & Sponsors – Emergency Medical Technicians called to assist injured player/student are required to transport the injured individual for medical follow-up.

TRAINING RULES FOR SCHOOL ACTIVITIES

All high school and junior high school head coaches or activity sponsors shall develop training rules for each assigned sport or activity. The training rules shall be submitted to the board of education for approval at a BOE meeting prior to the beginning of each regular season sports practice. The training rules shall be explained to the participants in a meeting prior to the season. A statement signed by the participant and his or her parent/guardian, acknowledging receipt of the rules, is to be kept on file with the athletic director. Team members may mutually agree to more stringent rules than those developed by the head coach or sponsor.

HUMAN SEXUALITY AND AIDS EDUCATION

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion (s) of the curriculum in which the student is not to be involved. Any parent or guardian who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. Board Policy IKCA

*"All human success
is the result of a
persistent commitment."
~~~Lou Holtz*

# CHEYLIN USD 103 GRADING SCALE

|    |        |   |
|----|--------|---|
| A+ | 99-100 |   |
| A  | 95-98  | 4 |
| A- | 90-94  |   |
| B+ | 87-89  |   |
| B  | 83-86  | 3 |
| B- | 80-82  |   |
| C+ | 77-79  |   |
| C  | 73-76  | 2 |
| C- | 70-72  |   |
| D+ | 67-69  |   |
| D  | 63-66  | 1 |
| D- | 60-62  |   |
| F  | 0-59   | 0 |

Grades will be rounded up from .5 and above and rounded down from .4 and below.

**CHEYLIN MIDDLE SCHOOL/HIGH SCHOOL SPONSORS  
2021-2022**

At least one sponsor is required to attend ANY organization meeting.

|                               |                                |
|-------------------------------|--------------------------------|
| High School Spirit Squad..... | Hannah Leonard                 |
| Junior High Spirit Squad..... | Kayla Bursch                   |
| Yearbook.....                 | Cara Spencer                   |
| Student Government.....       | Amy Hendricks                  |
| FFA.....                      | Sara Mullins                   |
| National Honor Society.....   | Darla Dible                    |
| JH Scholars' Bowl.....        | Cara Spencer                   |
| HS Scholars' Bowl.....        | Jane Brubaker                  |
| Seventh Grade.....            | Elaine Marcuson                |
| Eighth Grade.....             | Elaine Marcuson                |
| Ninth Grade.....              | Anne Coon                      |
| Tenth Grade.....              | Kadi Guthmiller, Amy Hendricks |
| Eleventh Grade.....           | Darla Dible, Ted Busse         |
| Twelfth Grade.....            | Cara Spencer                   |

**ASSIGNMENT SHEETS**

Teacher signed paper copy assignment sheets will be required of HS and JH students for Free Days, College visits, Family Vacations, NKESC sponsored activities including Gifted Seminars, Mock Interviews, ACT Prep, and State Officer Assignments. Student request for class assignments may be made up to six school days in advance of the planned absences.

**CHEYLIN JUNIOR – SENIOR HIGH ASSIGNMENT SHEET**

**NAME** \_\_\_\_\_

**EVENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL CURRENT AND PAST DUE BACK ASSIGNMENT MUST BE COMPLETED PRIOR TO LEAVING FOR ANY SCHOOL DAY ACTIVITY OR EVENT. ONE DAY PER LEVEL 1 ABSENCE MAKE UP ALLOWANCE DOES NOT EXCUSE STUDENT FROM THIS RULE. IF THE ASSIGNMENTS ARE NOT COMPLETED THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT. ASSIGNMENT SHEET MUST BE TURNED IN ONE (1) HOUR PRIOR TO DEPARTURE OR AT 4:00 P.M. IF DEPARTURE IS PRIOR TO 8:50 A.M. THE FOLLOWING MORNING. Exemptions from assignment sheet: Current Gold and Blue cardholders, Physical Education, and Band classes.**

**PERIOD/CLASS                      ASSIGNMENT                      TEACHER SIGNATURE**

8:00-8:50 \_\_\_\_\_

8:53-9:43 \_\_\_\_\_

9:46-10:36 \_\_\_\_\_

10:39-11:29 \_\_\_\_\_

12:00-12:50 \_\_\_\_\_

12:53-1:43 \_\_\_\_\_

1:46-2:36 \_\_\_\_\_

2:39-3:29 \_\_\_\_\_

**RETURN TO THE OFFICE AFTER TEACHERS HAVE ALL SIGNED OFF ON ASSIGNMENTS**

Hierarchy of Contact  
(Chain of Command)



To maintain the most clear and direct communication it is best to always go through the direct level above you to try to resolve any issue.

If you go outside of the order you will be directed back to the appropriate level.

\*Unless there is an issue or conflict with the direct supervising person.

## GRIEVANCE POLICY

KN-R

It is our intent to establish a guideline so that any problem of a serious nature will be taken directly to the teacher by the parent, or if the parent contacts an administrator or Board of Education member, that they be immediately referred to the teacher to discuss the problem. Depending upon the nature of the grievance, the Superintendent reserves the right to bypass Step 1 and move immediately to Step 2.

### STEP 1

If at any time a student/parent or patron brings a complaint against a teacher the

- (1) Parent
- (2) Teacher
- (3) Building Principal
- (4) Superintendent

will discuss the situation at a mutually agreeable time and place. The meeting's proceedings will be recorded on the Grievance Policy Procedure Form by the Building Principal and Superintendent. The form will be dated and all participants will sign the form.

The Principal/Superintendent will make a determination on how to resolve the conflict.

### STEP 2

If the parent is still not satisfied that the problem has been remedied after Step 1, then, and only then, will the problem be taken by the Superintendent to the Board of Education and presented to them.

If the Board of Education feels that the problem should have further attention, they will direct the Superintendent to arrange a meeting of all participants, including:

- (1) Parent
- (2) Teacher
- (3) Building Principal/Superintendent
- (4) Board of Education

to meet at mutually agreed time and place, generally a regular Board of Education meeting. The notes and findings from Step 1 will be reviewed and discussed. The Superintendent will record the proceedings of the meeting on the Grievance Policy Procedure Form and all participants will sign the form.

The Board of Education will make the final determination on how to resolve the conflict.

At each step, the participants will have the right to offer any rebuttal in writing and have it attached to the Grievance Policy Procedure Form, which shall be reviewed by the Board at the next scheduled board meeting.



GRIEVANCE POLICY PROCEDURE FORM

STEP 1

**Parent-Teacher-Principal and/or Superintendent Conference**

NATURE OF CONFERENCE \_\_\_\_\_

DECISION \_\_\_\_\_

COMMENTS \_\_\_\_\_

Signed \_\_\_\_\_  
Parent

\_\_\_\_\_  
Teacher

Signed \_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

GRIEVANCE POLICY PROCEDURE FORM

STEP 2

**Parent-Teacher-Principal and/or Superintendent-Board of Education Conference**

NATURE OF CONFERENCE \_\_\_\_\_

DECISION \_\_\_\_\_

COMMENTS \_\_\_\_\_

Signed \_\_\_\_\_

Parent

\_\_\_\_\_

Teacher

\_\_\_\_\_  
President, BOE

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **GRIEVANCE PROCEDURES**

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 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, the treatment or employment in the districts programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The Cheylin Schools Superintendent, 605 Bird Avenue, Bird City, Kansas, (785) 734-2341, 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 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 harassed, 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 to the following complaint procedures:

## **INFORMAL PROCEDURES**

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator 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 building 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 to be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violations. 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 a written complaint 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 of 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 given 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 the 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, the 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 United States Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Kansas Commission on Civil Rights  
Landon State Office Building, 8th Floor  
900 Jackson, Suite 851 South  
Topeka, Kansas 66612-1258

Department of Health, Education and Welfare  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, Missouri 64153

Equal Employment Opportunity  
911 Walnut, 10th Floor  
Kansas City, Missouri 64106

### **Fundraising Limitations**

Fund raising activities will be limited in number to the following:

|                  |                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------|
| Seniors:         | One fundraising activity & service-type projects                                                      |
| Juniors:         | Two fund raising activities & service-type projects                                                   |
| Sophomores:      | No fund raising activities except service-type projects                                               |
| Freshmen:        | No fund raising activities except service-type projects                                               |
| JR-High:         | NO FUND RAISING ACTIVITIES, except to immediate family members for those involved in Music Department |
| Elementary:      | NO FUND RAISING ACTIVITIES, except limited sales to immediate family                                  |
| FFA:             | One fundraising activity & service-type projects                                                      |
| HS Cheerleaders: | One fundraising activity & service-type projects                                                      |
| StuGov:          | One fundraising activity & service-type projects                                                      |
| NHS:             | One fundraising activity & service-type projects                                                      |

Any other organizations or groups must obtain permission from the administration/Board to add any additional fund raising activities.

Approved Service Projects Include:

Concessions: FR, SO, JR, SR, FFA, NHS  
Cake Raffles: FR, SO, JR, SR, Music Dept., Cheer  
Dinners  
Work Days  
Car Washes  
Basketball Tournaments (i.e. 3 on 3)  
Musical Food/Food Break  
Thresher Show Concessions  
Bake Sale

ANY OTHER SERVICE PROJECTS MUST BE APPROVED BY THE BOARD OF EDUCATION.  
NO SERVICE PROJECT CAN INCLUDE TICKETS OR "DOOR TO DOOR" SALES.  
ADVERTISING ALLOWED, BUT NO SOLICITING!

**Other Guidelines:**

\*Seniors will have all JR-High and High School JV Concessions, NO High School Varsity Concessions.

\*NHS will have all Volleyball concessions.

\*Dates and Sales Activities for Fundraisers must be approved through the Principal.