



District Mission: Students graduate with the knowledge, skills and behaviors to be college and career ready.

Hutchinson Public Schools

USD 308 Administration Center
1520 North Plum
Hutchinson, KS 67501

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Complaints

From Policy JCE:

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Director of Human Resources, 1520 N. Plum, Hutchinson, KS 67501, 620-615-4033, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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.

Any student who believes that he or she has been discriminated against may file a complaint with 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 report shall be made to the district compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participation in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, preceding, or hearing.

School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Complaint Process

Most issues and concerns should be addressed at the level where the concern/issue originated. For example, in a school setting, the issue should first be addressed to the teacher and then to the principal if the situation cannot be resolved.

Issues that cannot be resolved at the classroom and building level will be forwarded to the Public Information Director. The Public Information Director will, in turn, refer the issue/concern back to the appropriate principal or supervisor for resolution. The Public Information Director will follow up with the person voicing the concern within two weeks to determine if the process of resolving the issue worked. The follow-up phone call will focus on how the resolution process worked, not on whether or not the person submitting the complaint was satisfied with the resolution.

Written Complaint

When the above process is not sufficient for the complainant or due to the serious nature of the complaint, including complaints of discrimination, an individual should file a complaint on the form provided by Public Information Director, 1520 North Plum, Hutchinson, KS, 67501 (telephone: 620-615-4029). The form also is available on the district website at www.usd308.com. The form should be returned by mail or in person to the Director of Human Resources, 1520 North Plum, Hutchinson, KS, 67501.

If the written complaint is against the Director of Human Resources, it should be filed with the Superintendent, 1520 North Plum, Hutchinson, KS, 67501. All references to the Director of Human Resources in the chart below, then, would revert to the Superintendent.

Written Complaint Process

Step	What	Who/Where	Timeline
1	Written Complaint Form Completed	Filed with the Director of Human Resources, 1520 North Plum, Hutchinson, KS 67501.	Complainant files the written complaint within thirty (30) days of the incident.
2	Initial interview with complainant with the complainant given the opportunity to name witnesses and or provide evidence	Director of Human Resources or other Trained Investigator	Director of Human Resources or his/her designee within three (3) business days of Step 1.
3	Investigation	Director of Human Resources or other Trained Investigator	Initial investigation to be completed within ten (10) business days of Step 2.
4	Follow up Interview with Complainant	Director of Human Resources or other Trained Investigator Assigned to Case.	Within three (3) business days of Step 3.
5	Written Summary of Findings and Proposed Resolution	Director of Human Resources	Within five (5) business days of Step 4. Summary provided to complainant.
6	Resolution Follow Up	Public Information Director	Within three (3) business days of receipt of Summary of Findings and Proposed Resolution the Public Information Director will inform the complainant of the appeal process.

Appeal

The investigator will forward an explanation of how the complaint was resolved to the Public Information Director. If the complainant is unsatisfied with the resolution, the Public Information Director will direct the individual to appeal the complaint to superintendent. If the complaint is about the superintendent, the individual may appeal the complaint to the Board of Education president. The president may be contacted through the Board Clerk, 1520 North Plum, Hutchinson, KS, 67501 (telephone: 620-615-4009).

General Provisions

This process is applicable to complaints, including complaints alleging discrimination, carried out by employees as well as by individuals and/or third parties.

This process is designed to provide for adequate, reliable and impartial investigation of complaints, including the opportunity for all parties involved to present witness and other evidence through the initial investigation process and through the follow-up interview.

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The district will take steps as appropriate to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

Retaliation

Any retaliation against an individual who has filed a complaint, including those involving discrimination, and/or against anyone who participates in related investigation proceedings is strictly prohibited.