



2026-2027 PARENT AND STUDENT HANDBOOK

200 East Mary Street
Lansing, KS 66043

www.usd469.net
khva@usd469.net

Our mission is to empower students with a personalized and innovative online learning experience. We are committed to fostering academic excellence, promoting a love for learning, and providing a supportive virtual environment where every student can thrive. By offering flexible and engaging educational opportunities, we aim to inspire lifelong learners and prepare students for success in an ever-evolving world.

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This handbook is intended to supplement Lansing USD 469 Board Policies and district procedures. In the event of a conflict between this handbook and official district policy, district policy shall supersede this handbook. Current Board Policies may be accessed through the Lansing USD 469 BoardDocs system.

WELCOME MESSAGE

Welcome to Kansas Heartland Virtual Academy (KHVA)! This program has been created to allow students across the state of Kansas the opportunity to learn and earn credit through a rigorous and relevant curriculum that is closely aligned with the standards that are being taught in the regular classroom setting.

KHVA PERSONNEL AND CONTACT INFORMATION

Miles Azzeh:	Director K-12	miles.azzeh@usd469.net
Klinton Brown	iPad & Technology Support	klinton.brown@usd469.net
Sharon Burns:	Family Engagement & Systems Lead	sharon.burns@usd469.net
Martina Crisp:	Registrar	martina.crisp@usd469.net
Ascendra Donald:	Director of Student Services	ascendra.donald@usd469.net
Christina Hoverson:	Dir of Secondary Alternative Programs	christina.hoverson@usd469.net
Marty Kobza:	Superintendent of Schools	marty.kobza@usd469.net
Eric Mitchell:	Academic Learning Coach 7-12	eric.mitchell@usd469.net
Ellie Schwinn:	Academic Learning Coach K-6, SPED Case Mgr	ellie.schwinn@usd469.net
Kristie Wessel:	SIS Administrator/Academic Counselor	kristie.wessel@usd469.net

ENROLLMENT INFORMATION

The KHVA is an extension of a public school that operates outside of a traditional classroom. To fulfill state requirements, students will be expected to spend a certain amount of time each week engaged in schoolwork. They will also be required to take standardized tests mandated by the state of Kansas.

To meet eligibility requirements for enrollment in the Kansas Heartland Virtual Academy, a student must be in grades K-12, reside within the state of Kansas. Open enrollment for students for the Fall 2026 school year ends on August 31, 2026.

Students who have been suspended, long-term suspended, or expelled from a Kansas public school may be considered for enrollment in the KHVA in accordance with district policies and procedures.

The KHVA accepts both resident and non-resident students from across the state of Kansas. Enrollment in the KHVA does not automatically enroll a student in a Lansing USD 469 brick-and-mortar school building. Students seeking enrollment in a Lansing USD 469 attendance center must follow the district's established enrollment and residency procedures.

Enrollment is subject to program capacity and course completion timelines. To support student success and ensure sufficient time for course completion, students may transfer into KHVA through October 31 for the Fall semester and through March 31 for the Spring semester. Requests for enrollment after these dates may be considered for the following semester.

Interested students and families should contact Director Miles Azzeh at 913-204-0051 for additional information regarding enrollment.

PACING AND FLEXIBILITY

KHVA is a self-paced, asynchronous learning academy that utilizes the curriculum resource Ascellus Gold. Students may work at any time on their coursework with the intention of hitting their daily/weekly goals, and finishing the coursework prior to the end of the semester or school year.

► SEMESTER COMPLETION EXPECTATIONS

Virtual students are expected to make consistent academic progress throughout the school year and complete coursework by the established semester deadlines.

- Fall Semester Deadline: December 31
- Elementary students are expected to complete at least 50% of their assigned coursework by this date.
- Secondary students: For yearlong courses, students must complete the midterm exam by December 31. For semester courses, 100% of the course must be completed by December 31.
- Spring Semester Deadline: May 31
- All Students are expected to complete 100% of assigned coursework by this date in order to earn credit and advance to the next grade level or course.

Students who fall behind pacing expectations may be subject to academic intervention plans, schedule adjustments, or other support measures.

► INSTRUCTIONAL SUPPORT

In compliance with KSDE Virtual School Guidelines, all students will be assigned an Academic Learning Coach to monitor their progress and ensure their success in the program.

► SPECIAL EDUCATION SERVICES

The Lansing USD 469 school district provides special education services to our students. The student's IEP team will meet with the students and their families to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications, and accommodations that the student should receive.

► COUNSELING SERVICES

USD 469 will provide counseling services for virtual school students. Students should meet with their counselor in person or electronically at least once each semester and will be required to have an individual plan of study. Students who have failed a previous course or courses will require administrative approval to re-enroll in the virtual program.

► INSTRUCTIONAL MATERIALS FEE AND SUPPORT

Students enrolled in the KHVA will be issued a computer-enabled device with Wi-Fi capabilities with full access to the Acellus Gold curriculum platform. The instructional material fee is \$75.00. Virtual students and their families are responsible for the internet connection necessary to access the coursework. A high-speed connection is desirable. USD 469 is not responsible for troubleshooting or maintenance, nor will it provide such services. USD 469 is not responsible for, nor will it provide, filtering of content via home internet connections. Virtual students will notify their Academic Learning Coach and the Director of the academy, Miles Azzeh, in the event of an interruption of internet connectivity or other computer-related issues.

► COUNT DAY WINDOWS AND STATE TESTING REQUIREMENTS

Students must log in and progress through working modules for the entirety of the day on two specific, state-mandated count day windows. The first window is between the first day of school and September 19th. The second window is between September 20th and October 3rd.

Virtual students must take all required state assessments in person within the required time window. The state assessment window for virtual students is the last week of April and the first week of May. Families will be notified of the date and time availabilities for this.

Parents/guardians who wish to request an assessment opt-out or refusal should contact school administration for information regarding district procedures and applicable state guidelines.

» GRADUATION

Students who have completed the Lansing High School graduation requirements and are in good standing may participate in graduation ceremonies. Students who do not wish to participate in graduation ceremonies may receive their diploma after all grades and transcripts have been finalized. Visit the LHS Guidance page for graduation requirements at: <https://www.usd469.net/o/usdhs/page/counseling-department>

» TRANSPORTATION

USD 469 will not provide transportation for Virtual students at any time. It is the responsibility of the Virtual student and parent/guardian to secure transportation to and from the designated location when they are required to be on-site as directed by the Director of Virtual Learning.

» ACTIVITIES

Lansing High School and Lansing Middle School follow the [KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students](#). Virtual students who are members of their graduating cohort may attend or participate in dances, career fairs, guest presentations, conferences, clubs not explicitly related to a campus class, and casual events.

KSHSAA EXECUTIVE BOARD POLICY REGARDING SCHOLASTIC ELIGIBILITY OF VIRTUAL STUDENTS

Virtual students may be eligible to participate in KSHSAA-sponsored activities in accordance with Kansas State High School Activities Association (KSHSAA) rules, applicable Kansas law, and local USD 469 policies and procedures.

To be eligible, students must:

- Reside within the Lansing USD 469 attendance area or otherwise qualify under KSHSAA enrollment and eligibility rules;
- Be enrolled in an accredited virtual school program approved by the Kansas State Department of Education;
- Meet all KSHSAA academic, enrollment, attendance, and participation requirements; and
- Comply with all district participation expectations and deadlines.

Eligibility is determined on a semester basis and is subject to verification by the district and KSHSAA.

Because KSHSAA regulations and Kansas statutes may change, families are encouraged to review the most current eligibility information directly through KSHSAA:

[KSHSAA Virtual Student Eligibility Information](#)

Questions regarding virtual student participation and eligibility should be directed to school administration or the district activities office.

STUDENT EXPECTATIONS

Virtual students are expected to complete all assignments and assessments as set forth in each course they are enrolled in. Virtual students shall maintain progress in the coursework as prescribed by the program and are held to the same academic standards established for Lansing students regarding graduation and classification based on current grade level. Students not meeting academic expectations or progress may be subject to revocation of the virtual status, thus requiring daily attendance until adequate progress has been attained or the end of the semester.

Students must meet the required 6 hours for state count days on or before September 19th and again on or before October 3rd. Students must log in on count days as established by the virtual school director and submit any corresponding documentation as requested. Students not meeting adequate progress may be required to attend on-site at a district facility designated by the virtual school director. Students who fail to engage in coursework and maintain attendance as defined by district policy may be subject to attendance interventions and, when applicable, truancy procedures outlined in Board Policy JBE.

Credit for completed classes will be recorded on the student's transcripts at the completion of each semester. Students are required to be present at a district location for scheduled state assessments and meetings as assigned.

Violation of academic integrity may result in disciplinary action by the school administration up to and including suspension or expulsion. If there is evidence that a student has cheated on an assignment, quiz, or test the student may receive a failing grade for the course. This failing grade may be reflected on their transcript.

Virtual students will conduct all of their learning via the state-accredited and aligned learning platform Acellus Gold. More information can be found at:
<https://www.acellusacademy.com/tutorials/get-started-acellus-gold/>

ATTENDANCE, ENGAGEMENT, AND TRUANCY

Kansas Heartland Virtual Academy follows Lansing USD 469 Board Policies JBD (Absences and Excuses) and JBE (Truancy). Unless otherwise stated in this handbook, district attendance and truancy policies apply to all virtual students.

Because instruction occurs in a virtual environment, attendance is measured through student engagement in learning activities rather than physical presence in a classroom.

Students are expected to:

- Log into their courses regularly;
- Make consistent progress toward weekly learning goals;
- Complete assigned coursework and assessments;
- Participate in required meetings with Academic Learning Coaches, teachers, counselors, or administrators;
- Respond to school communications in a timely manner; and
- Participate in required state assessments and count day activities.

Attendance records may be based on a combination of:

- Course login activity;
- Time engaged in coursework;
- Progress through assigned lessons;
- Completion of assignments and assessments; and
- Participation in required virtual or in-person meetings.

Students are expected to maintain progress consistent with the pacing guidelines established by KHVA. Regular login activity alone does not constitute satisfactory academic engagement. Students must demonstrate ongoing completion of lessons, assignments, and assessments in order to remain in good standing.

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➤ EXCUSED AND UNEXCUSED ABSENCES

Excused absences may include:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a family member;
- Obligatory religious observances;
- Participation in district-approved activities;
- Absences approved in advance by the Director; and
- Additional absences permitted under district policy for students of active-duty military personnel.

Parents/guardians should notify KHVA when circumstances prevent a student from completing expected coursework or participating in required educational activities.

➤ ATTENDANCE INTERVENTIONS

When a student is not making adequate progress or is not actively engaged in coursework, KHVA staff will implement interventions that may include:

Attendance Concern

- Parent notification
- Review of student progress
- Development of an improvement plan

Attendance Warning

- Required meeting with student and parent/guardian
- Increased monitoring
- Additional support services

Attendance Probation

- Mandatory intervention plan
- Required virtual or in-person meetings
- Possible requirement to work on-site at a designated district location

Failure to respond to interventions may result in a truancy referral or reconsideration of placement in the virtual program.

➤ ENROLLMENT REVIEW/WITHDRAWAL

Kansas Heartland Virtual Academy is designed for students who are able to successfully participate in a self-paced virtual learning environment.

Students who fail to actively engage in coursework, fail to maintain communication with school staff, fail to participate in required interventions, or fail to meet attendance expectations may have their enrollment reviewed by administration.

As part of the review process, the district may:

- Require an attendance or intervention conference;
- Develop an attendance improvement plan;
- Require additional academic monitoring;
- Require participation in virtual or in-person support meetings; or
- Determine that the virtual learning environment is not currently meeting the student's educational needs.

When appropriate, students may be withdrawn from the Kansas Heartland Virtual Academy and referred to their resident school district or another educational placement in accordance with applicable laws, district policies, and enrollment procedures.

TRUANCY

Truancy is defined by Kansas law and USD 469 Board Policy JBE as:

- Three consecutive unexcused absences;
- Five unexcused absences in a semester; or
- Seven unexcused absences in a school year,

whichever occurs first.

For virtual students, the Director or designee will determine whether an absence is excused or unexcused in accordance with Board Policy JBD.

Prior to a truancy referral, the district will provide notice to the parent/guardian as required by Board Policy JBE. Students who meet the legal definition of truancy may be reported to the appropriate authorities, including the Leavenworth County Attorney or the Kansas Department for Children and Families, as required by law.

KANSAS HEARTLAND VIRTUAL ACADEMY

PARENT/GUARDIAN AGREEMENT

Welcome to Kansas Heartland Virtual Academy! We are excited to embark on this educational journey with you and your child. To ensure a safe and productive learning environment, we ask that you review and agree to the following guidelines:

Program Expectations

- _____ I acknowledge that Kansas Heartland Virtual Academy is a self-paced, asynchronous learning academy utilizing the curriculum resource Ascellus Gold.
- _____ I understand that students may work on their coursework at any time with the intention of meeting daily/weekly goals.
- _____ I agree that my student must log in and progress through working modules for the entirety of the day on two specific, state-mandated “count days,” which will be communicated to me and my student.
- _____ I acknowledge that my student must take all required state assessments in person within the required time window. The state assessment window for virtual students is the last week of April and the first week of May.

Access and Usage

- _____ I understand that access to Kansas Heartland Virtual Academy’s online platforms and resources is a privilege granted to my child for educational purposes.
- _____ I agree that my child will use the provided technology resources responsibly and solely for academic activities.

Supervision and Requirements

- _____ I acknowledge that it is my responsibility to supervise my child’s use of technology during virtual learning sessions.

Device Care

- _____ I will ensure that my child’s assigned device is used with care and kept in good condition.
- _____ I will notify the school immediately in case of any damage or malfunction of the device.

Internet Safety

- _____ I will discuss with my child the importance of internet safety and appropriate online behavior.
- _____ I understand that Kansas Heartland Virtual Academy implements filtering and monitoring tools to safeguard students online, but I will remain vigilant about my child’s online activities.

Respect for Others

- _____ I will teach my child to respect the rights and privacy of others in the virtual classroom environment.
- _____ I understand that any form of cyberbullying, harassment, or discrimination is strictly prohibited.

KANSAS HEARTLAND VIRTUAL ACADEMY PARENT/GUARDIAN AGREEMENT (CONTINUED)

Communication

_____ I will maintain open communication with my child's Academic Learning Coach(es) and the school administration regarding any concerns or questions related to technology use.

_____ I will ensure that my contact information is up to date for efficient communication.

Technical Support

_____ I will encourage my child to seek technical support from the school's IT department or helpdesk for any technology-related issues encountered during virtual learning.

Agreement Compliance

_____ I agree to abide by the terms of this Parent Technology Agreement and understand that failure to do so may result in disciplinary action, including the loss of technology privileges.

Student Name: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

KANSAS HEARTLAND VIRTUAL ACADEMY

STUDENT AGREEMENT

As a student enrolled in Kansas Heartland Virtual Academy (KHVA) and Lansing USD469, I agree to the following terms and conditions of enrollment:

Academic Integrity

- _____ I understand it is my responsibility to promote academic integrity, and I promise to complete my own schoolwork using my own effort and abilities.
- _____ I will not provide unethical academic assistance to other students, nor will I accept unethical academic assistance from anyone else while enrolled as a student of KHVA.
- _____ I understand that any violation of academic integrity will result in disciplinary action by the school administration and may be grounds for expulsion from the school.

Device Responsibility

- _____ If I choose to use a USD469 iPad for my studies, I understand that I am responsible for all damages that occur while the device is checked out to me.

Coursework and Assignments

- _____ I agree to complete all assignments and projects assigned for each of my classes and adhere to the posted due dates.
- _____ I will participate in and complete each course listed on my Individual Learning Plan.

Mandatory Attendance for Count Days (if applicable)

- _____ I understand that I must attend school online before, on, and after September 19th as part of the mandatory count days for Kansas schools.
- _____ I agree to complete the Academic Activity Log for each of the required days and submit it to the LVA office at the time specified during orientation.

State Assessments

- _____ I understand that as an LVA student, I am required to take the Kansas State Assessments on specified days in the Spring of the school year at the Lansing District Office.

Communication Expectations

- _____ I promise to respond to my teacher's or school's email or phone messages within 24 hours.
- _____ I will adhere to my teachers' expectations regarding communication, including web conferences and email.

Student Handbook Compliance

- _____ I agree to abide by the policies listed in the KHVA Student Handbook.

KANSAS HEARTLAND VIRTUAL ACADEMY STUDENT AGREEMENT (CONTINUED)

Consequences for Non-Compliance

_____ I understand that failure to abide by the components of this Student Contract will result in my being placed on academic probation for the next semester and may result in suspension or expulsion from KHVA.

Student Name: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

USD 469 COMPUTER ACCEPTABLE USE POLICY

Students enrolled in Lansing USD 469 virtual programs are expected to use district technology resources responsibly, safely, and in support of learning.

District technology resources, including devices, networks, internet access, email, and online learning platforms, must be used in accordance with Board of Education policies and district expectations.

Students may not use district technology to:

- Access, create, or share inappropriate, illegal, threatening, or disruptive content;
- Violate copyright laws or software licensing agreements;
- Attempt to bypass security settings or access unauthorized accounts or systems;
- Damage, alter, or misuse district technology resources; or
- Interfere with the learning environment or operations of the district.

Students and families should understand that use of district technology systems is monitored and that users should not expect personal privacy when using district-owned devices, networks, or communication systems.

Violations of acceptable use expectations may result in loss of technology privileges, disciplinary action, financial responsibility for damages, and/or referral to law enforcement when appropriate.

Additional information regarding district technology expectations, internet safety, filtering, and acceptable use may be found in Lansing USD 469 Board Policy IIBG and related district procedures:

[Policy IIBG - Computer and Device Use](#)

NOTICE OF NON-DISCRIMINATION

Lansing USD469 does not discriminate based on race, color, national origin, sex, disability, age, or any other legally protected classification in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Marty Kobza, Superintendent
200 East Mary Street, Lansing, KS 66043
913-204-0051
marty.kobza@usd469.net

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights or call 800-421-3481 or visit:
<https://www2.ed.gov/about/offices/list/ocr>.

[Lansing USD 469 Statement of Nondiscrimination](#)

NOTICE OF RIGHTS UNDER SECTION 504 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

Lansing USD 469 complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The district does not discriminate against individuals with disabilities and provides eligible students with equal access to educational programs, services, activities, and opportunities.

Parents and students have the right to:

- Participate in and benefit from public education programs without discrimination based on disability;
- Be informed of their rights under Section 504 and the ADA;
- Receive notice regarding identification, evaluation, and educational placement decisions;
- Receive a free appropriate public education (FAPE);
- Be educated with nondisabled peers to the maximum extent appropriate; and
- Receive reasonable accommodations and related aids or services necessary for equal access to educational opportunities and programs.

Questions regarding Section 504 or ADA compliance may be directed to the district office at:

Lansing USD 469
200 East Mary Street
Lansing, KS 66043
913-204-0051

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

USD #469 ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 469. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties. The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 469 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 469 policies for complying with FERPA. A copy may be obtained from the school district office.

Directory Information: For purposes of FERPA, Unified School District No. 469 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study, videotape, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 469 at the district office or your child's school on or before September 1st of each school year. If a refusal is not filed, Unified School District No. 469 assumes you have no objection to the release of the directory information designated.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

(09/2016)

GRIEVANCE PROCEDURES

GAEA-R-2

For all USD #469 Personnel and Students

This is to certify that Mr. Marty Kobza, Superintendent, is the duly designated Authorized Representative for: District Title IX and Section 504 Coordinator is in compliance with the following Grievance Procedures.

The Board of Education has adopted the following resolution relating to Grievance Procedures:

1. The Local Education Agency recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between the LEA and its employees.
2. The procedures for processing grievances shall be as follows:
 - a. Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.
 - b. Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
 - c. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 - i. The grievant or the representative may designate one (1) member.
 - ii. The chief school officer or the representative shall appoint one (1) member.
 - iii. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
 - iv. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
 - v. The Grievance Committee, as provided in "c" shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon concurrence of any two (2) of the three members.
 - vi. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the grievant's representative or the LEA's representative.
 - d. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance committee, file a written notice of appeal to the local Board of Education.
 - e. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
 - f. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

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

Department of Health, Education
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, MO 65153

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