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1 **KA Goals and Objectives**

KA

2
3 Educational public relations is a planned and systematic two-way process of communica-
4 tion between a district and its internal and external publics. Its program serves to stimulate a bet-
5 ter understanding of the role, objectives, accomplishments and needs of the organization. Educa-
6 tional public relations is a management function which interprets public attitudes, identifies the
7 policies and procedures of an individual organization with the public interest and executes a pro-
8 gram of action to encourage public involvement and to earn public understanding and ac-
9 ceptance.

10
11 Approved: September 2, 1992

12 Reviewed/Revised: June 12, 2001

13 Reviewed: July 12, 2011

1 **KB Public Information Program (See KBA & KC)**

KB

2
3 The board accepts responsibility for keeping the general public informed about the func-
4 tion and operation of the school system.

5
6 Public's Right to Know (See BCBI)

7 All decisions of the board will be made in public. Executive sessions will be held only
8 for specific reasons as provided by law.

9
10 A public information program will be utilized to inform patrons of the district about the
11 operation and activities of the schools.

12
13 Approved: September 2, 1992
14 Reviewed/Revised: June 12, 2001
15 Revised: November 11, 2003
16 Revised: November 13, 2007
17 Revised: July 12, 2011

3 The board may establish a district website and may allow creation of websites for individual
4 schools. A district website shall be under the control of the director of public information and
5 school websites shall be supervised by the principal.

6
7 The district and school websites are maintained to support the public information and ed-
8 ucational programs of the district and/or schools. The board and administration will determine
9 appropriate website content and monitor use by employees and students. Websites may be modi-
10 fied or terminated at any time by the board or administrative action.

11
12 Website/Internet Use Rules

13 Detailed rules and guidelines relating to websites are found in the district internet pub-
14 lishing guidelines and in the electronic mail and internet permission form approved by the board
15 and filed with the clerk and/or principals.

16
17 School rules shall include data privacy and Family Education Rights and Privacy Act
18 (FERPA) regulations (see JRB). Identifiable student images and/or student names may be posted
19 on the district or school websites; however, a parent (or the student if age 18 or over) shall have the
20 opportunity to opt-out in writing. The mailing address, telephone number or other personally identi-
21 fiable information about any student shall not be posted on the district or school websites.

22
23 Students and employees will adhere to all copyright regulations (see ECH) regarding use
24 of materials on district and building websites. Computer materials produced on school time or
25 undertaken as part of any assigned district responsibility shall be the property of the district (see
26 IIBG).

27
28 Approved: February 8, 2000
29 Reviewed/Revised: June 12, 2001
30 Revised: December 9, 2003
31 Revised: July 12, 2011
32 Revised: November 10, 2015

1 **KBC Media Relations**

KBC

2
3 The board recognizes the importance of working with media to inform the community.
4 The superintendent is responsible for establishing an effective working relationship with the
5 news media.

6
7 Notifications

8 Media releases concerning school events and programs may be distributed to the media
9 with approval by the administrator. All other media releases prepared for public distribution
10 must have prior approval of the superintendent. Copies of media releases will be distributed to
11 board members.

12
13 Media Conferences and Interviews

14 Any media conferences and interviews must have prior approval by the superintendent
15 and shall not disrupt the regular education activities of the schools. The board will be notified of
16 media conferences and interviews.

17
18 Approved: September 2, 1992
19 Reviewed/Revised: June 12, 2001
20 Reviewed: February 27, 2007
21 Revised: July 12, 2011

22
23 **KBC-R Media Relations**

KBC-R

24
25 News media are expected to cooperate with the schools in their efforts to provide a safe,
26 orderly and inviting learning environment in which disruptions to instructional time are mini-
27 mized. The principal or superintendent may require news media to leave or prevent news media
28 from entering school grounds if they news media's presence interferes with these efforts.

29
30 Approved: September 2, 1992
31 Reviewed/Revised: June 12, 2001
32 Reviewed: February 27, 2007
33 Revised: July 12, 2011

1 **KBCD Media Coverage of District Activities**

KBCD

2
3 Members of the news media covering district activities will be admitted free of charge
4 upon recognition or the presentation of proper credentials. The building administrator will be
5 responsible for determining eligibility and issuing media passes. Permission for other events
6 may be secured through the public information office.

7
8 Members of the broadcast media must notify the superintendent prior to the event they
9 wish to cover. To the extent possible, space may be provided at all district activities for mem-
10 bers of the news media covering events.

11
12 The superintendent is authorized to establish additional rules and regulations regarding
13 print and broadcast media.

14
15 Approved: September 2, 1992

16 Reviewed/Revised: June 12, 2001

17 Revised: July 12, 2011

1 **KBCE Interviews with Students**

KBCE

2
3 Representatives of the news media requesting an interview with a specific student or stu-
4 dents during regular school hours or on school property must have prior approval of the building
5 principal and parent unless the student is eighteen years of age or older. The building principal
6 shall regulate all interviews with students so that the interviews do not interfere with the educa-
7 tional activities of the students involved.

8
9 Approved: September 2, 1992

10 Reviewed/Revised: June 12, 2001

11 Revised: July 12, 2011

1 **KBD Complimentary Tickets and Gate Passes**

KBD

2
3 There are many who perform services to the school district directly or indirectly. Such
4 identified individuals may be recognized and provided with complimentary season tickets or gate
5 passes to activities. There are others who are to be issued board-approved complimentary tickets
6 and lifetime passes.

7
8 Such complimentary tickets and lifetime passes to activities are to be used in accordance
9 with the stipulations on the respective tickets. Complimentary tickets/passes are nontransferable.
10 The district's administrative office will issue the respective tickets/passes.

11
12 Senior Citizen Lifetime Passes

13 Issued, upon request, to district residents 65 or more years of age to attend USD 305-
14 sponsored activities excluding KSHSAA tournaments and the Salina Invitational.

15
16 Lifetime Passes

17 Issued to former USD 305 Board of Education members and retired employees to attend
18 all USD 305-sponsored activities excluding KSHSAA tournaments and the Salina Invitational.

19
20 Employee Activity Passes

21 Issued to employees of the district as specified by the board annually.

22
23 Season Ticket Passes to Activities

24 Issued to Board of Education members and spouses/family members.

25 Issued to local physicians who assist the team (to sports events only).

26
27 Gate Passes

28 Issued to individuals and their spouses who are volunteers for a designated
29 service in school activities and are other than qualified complimentary ticket or pass holders.
30 These passes are to be developed for a specified date and approved by the principal. It is ex-
31 pected that such passes will be approved with discretion as to the activity performed and the
32 number of passes issued.

33
34 Approved: September 2, 1992

35 Reviewed/Revised: June 12, 2001

36 Revised: February 27, 2007

37 Revised: July 12, 2011

1 **KBE Public Information Campaign**

KBE

2
3 All public information campaigns to create or raise awareness or to build alliances and
4 community support of district initiatives will be approved by the board and under the direction of
5 the superintendent.

6
7 Use of students for such campaigns shall be limited and only with the approval of the super-
8 intendent.

9
10 The superintendent shall periodically report to the board on the progress of any information
11 campaigns.

12
13 Approved: October 7, 1987
14 Revised: September 2, 1992
15 Reviewed/Revised: June 12, 2001
16 Revised: July 12, 2011

1 **KC Board-Community Relations**

KC

2
3 The board is committed to keeping the community informed about school functions and
4 solicits community involvement in all levels of the organization.
5

6 The superintendent will implement a public relations program to enable the community
7 and board to share information and ideas. The superintendent will ensure that two-way commu-
8 nication exists between the school district and the community. As needed, the superintendent
9 will assist each school in developing a planned, written program to communicate with the
10 school's community.
11

12 The board encourages students to participate in community activities and volunteer pro-
13 jects.
14

15 Approved: September 2, 1992

16 Reviewed/Revised: June 12, 2001

17 Revised: July 12, 2011

1 **KCB Custodial and Non-Custodial Parent Rights**

KCB

2
3 The district recognizes that divorced or otherwise unmarried parents continue to share
4 caregiving and custody of their children and that each parent, if not otherwise expressly prohibit-
5 ed by court order, has the right of equal access to information regarding his/her child's school
6 progress and activities. The district recognizes the value of providing information to both par-
7 ents regarding school progress and activities pertaining to their child(ren).
8

9 Upon request to a child's principal, either parent may obtain copies of school information
10 such as report cards and progress reports. The personal preference of one parent is not enough
11 alone to override the rights of the other parent to his/her student's information.
12

13 Approved: October 14, 2014

1 **KDC Solicitations**

2

3

See GAI, JK & KI

4

5 Approved: September 2, 1992

6 Reviewed/Revised: June 12, 2001

7 Revised: July 12, 2011

KDC

1 **KFCA School and Community Partnerships (IDAA)**

KFCA

2
3 The board considers that school-community partnerships can aid substantially in promot-
4 ing the educational program.

5
6 The district may develop partnerships with businesses, organizations and/or educational
7 institutions for the purpose of improving and/or expanding the quality of curricular offerings or
8 to assist with specified programs.

9
10 Approved: June 12, 2001

11 Revised: July 12, 2011

3 The Salina Public Schools Board of Education believes that the use of volunteers within
4 the school program, whether during or after regular school hours, enhances the educational pro-
5 cess not only for students, but also for the total community. The use of volunteers provides addi-
6 tional support personnel in the classroom, promotes community-school cooperation in facilitat-
7 ing the learning process, increases community support, and provides for individuals who have
8 expertise in various areas to be used as resource persons.

9
10 School volunteers serving in the district are bound by the policies, rules and regulations
11 of the district.

12
13 Volunteers shall be screened at the district level. Once the selection process has been
14 concluded, orientation and training are provided by the attendance center.

15
16 The continuation of the services of a volunteer shall be at the principal's discretion.

17
18 Approved: September 2, 1992
19 Revised: May 18, 1996
20 Revised: May 26, 1998
21 Reviewed/Revised: June 12, 2001
22 Revised: July 12, 2011

1 **KG Use of School Facilities**

KG

2
3 It is the policy of the board to encourage use of school facilities by responsible individuals
4 and properly organized groups throughout the district so long as these activities do not interfere with
5 the regular school program.

- 6
- 7 Approved: October 18, 1989
- 8 Revised: September 2, 1992
- 9 Revised: November 12, 1996
- 10 Revised: March 14, 2000
- 11 Reviewed/Revised: June 12, 2001
- 12 Revised: November 11, 2003
- 13 Revised: July 12, 2005
- 14 Reviewed: January 8, 2008
- 15 Reviewed: July 12, 2011
- 16 Reviewed: October 14, 2014

17
18 **KG-R Use of School Facilities**

KG-R

19
20 Patrons of the district may use school facilities for recreational and educational purposes
21 subject to the following regulations:

22
23 Requests for Use of School Facilities

24 Organizations wishing to use one of the school facilities shall submit the request at least
25 fourteen (14) days in advance to the principal of the facility desired. The principal will originate the
26 proper facilities request form and send it to the director of operations for final approval. Any re-
27 quests submitted with less than fourteen days (14) notice may be rejected unless approved by the
28 director of operations.

29
30 The rental fees and use of any facility when school is not in session shall be handled by
31 the director of operations.

32
33 Regulations Governing Use of Facilities

34 The schools have first priority in the use of school rooms. Facilities will be rented to outside
35 persons or groups only when there is no conflict with some school use of the same facility. Not-
36 withstanding the previous statement, the district shall provide equal access to the Boy Scouts and
37 other designated youth groups which are neither school-sponsored nor co-curricular in nature.

38
39 Groups using the facilities must be personally supervised by a sufficient number of adult
40 sponsors to ensure proper care of the facilities. Use of fastening devices, improper footwear or
41 any item that could potentially damage the facility will not be allowed. Insurance policies must
42 be provided upon request by USD 305.

43 **KG-R Use of School Facilities**

KG-R-2

44
45 As a condition to the use of district property and facilities, groups and/or organizations must
46 follow all Kansas laws and board policies. Use of tobacco, or facsimile thereof, alcoholic beverages
47 and/or gambling will not be permitted on school property. Failure to abide by these requirements
48 may result in a revocation of facility use privileges.
49

50 A designated employee of the district must be on duty at all times whenever an indoor facili-
51 ty, posted playing field, or the stadium is used. The designated employee must be listed on the re-
52 quest and will be subject to approval by the director of operations.
53

54 Organizations requesting use of the swimming pool shall be required to provide the services
55 of a certified lifeguard at their expense over and above the regular rental fee. A copy of the certifi-
56 cate must be filed with the director of operations.
57

58 Rental Rates

59 It is necessary for the board to establish rental fees to cover additional costs due to use of
60 school facilities. Three categories have been established.
61

62 Category "A" - No Fee Charge

63 All school-related groups or organizations which are organized primarily for the
64 benefit of the district and whose primary purpose is that of enhancing the educational pur-
65 pose and process of the district. Such groups or organizations shall include
66

- 67 1) those providing school programs which are controlled by district administration;
68 2) those which are co-sponsored by the district and which are closely related to the
69 co-curricular activities of specific attendance centers; and
70 3) those groups and organizations coming within the definition of category "A,"
71 requiring minimum membership fees and remaining open to public attendance regardless of
72 payment or nonpayment of such fees. Such organizations, as an example, may include the
73 Parent-Teacher Association, parent-teacher clubs, and lay school advisory groups. Girl
74 Scouts, Boy Scouts and city recreation programs will also qualify to use facilities without a
75 fee charge provided a staff member is on duty during the time period requested.
76

77 A comprehensive list of groups with no fee is available from the director of
78 operations.
79

80 Category "B" - Minimum Fees Charged to Meet Additional Direct Costs

81 Groups and organizations which are not school-related, which are not organized
82 primarily for the benefit of the school district, and whose primary purpose is other than that
83 of enhancing the educational purpose and process of the school district. Typically groups in
84 this category must be recognized as non-profit by federal tax guidelines to be considered for
85 reduced rates. Such groups or organizations shall include

87
88 1) political parties identified in the person of the county chairperson and further
89 identified as having a candidate who received 5% or more of the vote cast in the most recent
90 general election for Secretary of State in Kansas;

91
92 2) those groups and organizations requiring membership fees, special fees and/or
93 monthly dues, and which are generally organized for the purpose of offering their participants
94 and spectators certain recreational programs of other programs for community betterment. As
95 examples, such organizations may include the YMCA, church organizations, and other non-
96 profit community organizations;

97
98 Category "C" - Regular Rate to cover District and Indirect Costs

99 This category will include all groups not listed in Category "A" or "B" and those which
100 are for profit as per federal tax guidelines.

101
102 Administrative guidelines to administer this policy shall be established and reviewed an-
103 nually by the board of education. The guidelines will include a comprehensive fee schedule and
104 a listing of various group rates.

105
106 Fees for school facilities not included in the schedule will be determined by the staff with
107 board approval.

108
109 All fees shall be payable to Salina USD 305 and sent to the USD 305 operations office.

110
111 Custodial overtime costs will be set annually by the director of operations.

112
113 If the cost to USD 305 is greater than the minimum fee, an additional amount will be
114 charged. This amount will be determined by the director of operations.

115
116 Organizations renting facilities for several days in succession may qualify for a discount
117 on the regular rental fees. The discount rate will be determined by the director of operations.

118
119 The board may authorize exceptions to the regulations and rental rates due to unusual
120 circumstances. The board will consider written requests for exceptions to established policy if
121 such written requests are received in time for action to be taken at a scheduled meeting of the
122 board.

- 123
124 Approved: October 18, 1989
125 Revised: September 2, 1992
126 Revised: November 12, 1996
127 Revised: March 14, 2000
128 Reviewed/Revised: June 12, 2001
129 Revised: November 11, 2003
130 Revised: July 12, 2005
131 Revised: January 8, 2008
132 Revised: July 12, 2011
133 Revised: October 14, 2014

1 **KGA Use of District Personal Property and Equipment**

KGA

2
3 Requests for use of the district equipment by individuals or outside organizations shall be
4 submitted to the director of operations. Any request shall be granted or denied pursuant to
5 guidelines for using equipment developed by the administrator and approved by the board. The
6 director of operations may establish a deposit for use of school equipment before it is removed
7 from the school grounds or other district property. The deposit will be paid to the operations de-
8 partment and will be refunded when the equipment is returned in working order.

9
10 Personal Use

11 No district equipment shall be used for personal reasons by staff or others at school or
12 away from its designated station without the prior approval of the director of operations.

13
14 Approved: June 12, 2001
15 Revised: July 23, 2008
16 Reviewed: July 12, 2011
17 Revised: November 13, 2012

1 **KGB Concealed Observations (See JGGA)**

KGB

2
3 Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from
4 recording students, employees, and/or board members surreptitiously through the use of con-
5 cealed audio and/or visual recording devices. This prohibition is in effect at school, on or in dis-
6 trict property, and at meetings and conferences held for educational or disciplinary purposes.
7

8 Exceptions to this prohibition include the use of video surveillance throughout district
9 facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings
10 subject to the Kansas Open Meetings Act; the recording of due process hearings or student disci-
11 plinary hearings for evidentiary purposes; with the principal's prior permission, recording of stu-
12 dents for use during the student's evaluation or provision of special education services; and the
13 recording of a school-sponsored activity, program or event which is open to the general public.
14

15 Individuals wishing to record students, employees or board members at school, on or in
16 district property, or at meetings and conferences as previously described shall notify the superin-
17 tendent or building principal in advance. If such recording is not prohibited by law or policy, the
18 administrator may allow the recording and may make arrangements to record on behalf of the
19 district.
20

21 Approved: November 8, 2016

1 **KGC Services**

KGC

2
3 A school custodian will be on duty and shall have instructions to see that the building and
4 equipment are properly cared for and used whenever any school facility is used by non-school
5 groups or individuals.

6
7 A school custodian may not be required when, in the opinion of the principal, it is not
8 necessary. However, when a custodian is not on duty, a U.S.D. #305 employee must be present
9 and accept full responsibility for the building's use.

10
11 Approved: September 2, 1992

12 Reviewed/Revised: June 12, 2001

13 Reviewed: January 8, 2008

14 Reviewed: July 12, 2011

3 Disorder and disruption of school activities will not be tolerated, and persons attempting
4 to endanger the safety of students, district personnel or others; to damage district property; or to
5 interfere with district activities or the educational process shall be asked to leave the premises.
6

7 The school administration and staff are responsible for handling any problem caused by
8 adults or students. The final decision for determining if assistance is needed at a disturbance,
9 disorder or demonstration is the responsibility of the school principal. In the absence of the prin-
10 cipal, the determination shall be made by the assistant principal or person designated to be in
11 charge of the building or activity. The superintendent shall be notified of any serious problem at
12 the school.
13

14 Possession of a Firearm

15 Unless otherwise required by law, no person other than a law enforcement officer shall
16 possess a firearm in or on any district owned or operated property, grounds, building, or structure
17 at any regularly scheduled district-sponsored activity or event, or in any vehicle whether owned
18 by the district or one of its employees when used to transport students. This prohibition includes
19 concealed and/or openly carried weapons. However, such prohibition shall not apply to the se-
20 cured storage of a handgun in a district employee's own locked vehicle on district property so
21 long as such weapon is maintained out of plain sight. Appropriate signs shall be posted as di-
22 rected by the board.
23

24 Anyone in violation of this policy shall be directed to leave the premises immediately and
25 not return without prior approval from the building administrator or superintendent. Failure to
26 comply with such order will result in a report to law enforcement.
27

28 Approved: June 12, 2001
29 Revised: November 11, 2003
30 Revised: October 24, 2006
31 Revised: July 12, 2011
32 Revised: October 8, 2013
33 Revised: November 10, 2015

1 **KGDA Public Conduct on School Property**

KGDA

2
3 The superintendent may deny access to the school buildings, facilities, and/or grounds of
4 the district to persons who have no lawful business to pursue at the school, persons who are act-
5 ing in a manner disruptive or disturbing to the normal educational functions of the school, or per-
6 sons who are on school property in violation of board and/or building policy. Administrative
7 personnel may demand identification and evidence of qualification for access of anyone desiring
8 to use or come upon the premises of the particular school or facility.
9

10 Persons, including parents or persons acting as parents, who have legitimate reasons for
11 being on school property must abide by policies adopted by the board and building policies spe-
12 cifically applicable to each school. Visitors must secure and wear a visitor's pass to enter school
13 buildings during the school day.
14

15 Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after be-
16 ing requested to do so by an authorized district employee shall be considered to be trespassing in
17 violation of Kansas law. In such case, the police will be contacted, and arrest and criminal
18 charges may result.
19

20 The administration will determine if the individual who has been asked to leave a district
21 building, facility or grounds is allowed to return in the future. If the individual is not to return in
22 the future, the appropriate "Trespass Notification" is to be sent to the individual.
23

24 Approved: October 14, 2014

1 **KGE Bullying by Parents**

KGE

2 (See EBC, GAAE, JDDC, KGD)

3
4 The board, in its commitment to provide a positive and productive learning and working
5 environment for its students and staff in accordance with state law, prohibits bullying in any
6 form, including cyberbullying, by any student, staff member, or parent towards a student or a
7 staff member, or parent towards a staff member on or while using district property, in a district
8 vehicle, or at a district-sponsored activity or event. For the purposes of this policy, the term
9 “bullying” shall have the meaning ascribed to it in Kansas law.

10
11 The administration shall propose and the board shall review and approve a plan to ad-
12 dress bullying as prohibited herein.

13
14 Parents participating in prohibited bullying conduct aimed at district students and/or staff
15 members may jeopardize their access to district facilities; district property; district-sponsored
16 activities, programs, and events; and/or district students and/or staff members through the dis-
17 trict’s communication systems. As appropriate, reports to local law enforcement will be filed to
18 report criminal bullying behaviors.

19
20 This policy and the district bullying plan shall be posted on the district website and cop-
21 ies of such documents shall be made available to parents of current students upon request.

22
23 Approved: October 8, 2013
24 Revised: November 8, 2016

3 All gifts and bequests given to the schools shall become the property of the district. A
4 gift is defined as any financial donation or donation of property, personal service, structures,
5 equipment or furnishing. Donors may be individuals, groups, organizations, or businesses. Pro-
6 spective donors shall contact the facility principal and superintendent before publicly announcing
7 a gift to a school or to the school district in order for the administration to consider the appropri-
8 ateness of the gift.

9
10 To be acceptable, a gift must have a purpose consistent with that of the district, place no
11 restrictions on the board, not be inappropriate or harmful to the best education of students, and
12 not be in conflict with any provision of the district policy or public law.

13
14 The board authorizes the superintendent to accept gifts which do not require any expense
15 for installation, special operations or maintenance if the value of the gift is \$5000 or less.

16
17 Gifts which exceed \$5000, those involving installation costs to the board or those that
18 would cause additional operating costs shall be referred to the board with a recommendation
19 from a screening committee appointed by the superintendent. The screening committee's report
20 will recommend acceptance or rejection with accompanying reasons for the recommendation.
21 Gifts that require alteration of school facilities must have approval of the board.

22
23 Books, Equipment and Other Materials

24 Gifts of books and instructional materials will be accepted if the books and materials
25 meet the same standards of selection as those applied to selection of instructional materials and
26 library books and if the gift will not influence the purchasing of similar books or materials from
27 the donor.

28
29 Donated equipment must be reviewed by the superintendent to determine acceptability in
30 regard to safety, compatibility with existing equipment, programs and/or materials, installation
31 and maintenance costs, and general impact upon the curriculum.

32
33 Exclusions

34 The board will not accept gifts to fund salary costs of new and ongoing programs. No
35 donation will be accepted that requires students to advertise a product, service, company, or in-
36 dustry. This prohibition on student advertising includes athletic uniforms and equipment with
37 the exception of the name or logo of the manufacturer or supplier.

38
39 Under no circumstances shall gifts or bequests to the district or to a particular school be
40 given or left with school officials without the approval of the superintendent. Once a gift has
41 been accepted, it becomes the property of the district. Schools may dispose of gifts when their
42 usefulness has been depleted, when they are out-of-date, or when they are in poor physical con-
43 dition. (See IFBC)

46

47 Donor Recognition

48 Contributors of gifts \$75,000 and above will be recognized at a board meeting and the
49 name of the donor or donors included on a plaque at the facility for which the contribution was
50 made. Per the approval of the superintendent, additional forms of recognition for gifts and be-
51 quests may be on school/district websites, social media sites, temporary displays, school mar-
52 quees, signs, banners or in school/district newsletters (print or electronic) or event programs, as
53 appropriate.

54

55 Memorials for Deceased Students or Staff

56 The board recognizes that the death of students and staff members has an impact on the
57 school community and that memorials can serve an important function in the grieving and heal-
58 ing process. However, district property will not be the venue for permanent memorials. There-
59 fore, the board recommends the establishment of a scholarship or an award through the Salina
60 Education Foundation or contributions to the Foundation to carry on its work of providing educa-
61 tional opportunities for students. Any other proposed memorials will be subject to the provisions
62 of this policy and of KHA.

63

- 64 Approved: December 18, 1991
- 65 Revised: September 2, 1992
- 66 Revised: May 13, 1997
- 67 Reviewed/Revised: June 12, 2001
- 68 Revised: July 12, 2011
- 69 Revised: April 9, 2013

1 **KHA Naming of Facilities**

KHA

2
3 The official name selected for a facility or a portion thereof is a vital factor in the public
4 image of the school district. The honor and integrity of the name selected reflects upon the facil-
5 ity and the district. Any proposed name that is incompatible with the best interests of the dis-
6 trict--its educational mission, values or public image--may be rejected by the board.

7
8 **Committee Procedures for Selecting Facility Names**

9 Facilities under the directions of the board will be named by the following procedures:

10
11 The board will appoint a committee whose function will be to review potential names and
12 to make recommendations to the board. The committee will have representatives from the board,
13 community, administration, and teaching staff. The public and members of the staff will be in-
14 vited to suggest names to the committee along with documentation to support the nomination.

15
16 The committee shall consider names of persons who have achieved national, regional,
17 state, or local prominence in education; arts and sciences; the humanities; government, political
18 or military leadership; the judiciary; civic leadership; humanitarian or philanthropic causes;
19 names related to the history, general location, or features of the area; or the educational terms,
20 practices, or concepts of the facility or district.

21
22 Facilities will not be named for persons currently employed by the district or active in its
23 operation or who currently hold any public office. The name of a past staff or board member
24 shall not be considered unless at least five years has passed since the end of the employment or
25 service.

26
27 The committee shall recommend three names to the board. Such recommendation shall
28 be in writing with reasons for its recommendations, including preference. The board is ultimate-
29 ly responsible for naming facilities and may reject any or all recommendations.

30
31 No facility or portion there of shall be named without official action from the board.

32
33 **Naming to Acknowledge Financial Contributions**

34 Financial contributions shall not give rise to any right, belief or expectation that a facility
35 or a portion thereof will be named for the person(s), organization, association or business making
36 the contribution. Portions of school facilities may, at the discretion of the board, be named for a
37 person(s), organization or business that has made significant financial contributions for the con-
38 struction, maintenance or furnishing of the facility, with the board considering the following cri-
39 teria:

- 40
41 1) "Significant contributions" shall be defined as those in excess of \$250,000.
42 2) Preference will be given to the name of a person or family.
43 3) The name of a business or organization may be used, but logos, trade names, brand
44 names, labels or trademarks are not allowed on school facilities.
45 4) Any signage must meet standards established by the superintendent and must have
46 approval from the board.

47 **KHA Naming of Facilities**

KHA-2

48

49 Removal of Names from Facilities

50 USD 305 reserves the right to rename or remove the designated name of any USD 305
51 facility or portion thereof unless otherwise provided for by applicable contractual obligations or
52 legal restrictions.

53

54 Approved: April 9, 2013

1 **KI Materials Distribution in Schools**

KI

2
3 Organizations other than USD 305 school-related organizations are not permitted to dis-
4 tribute post or place printed material in any school location except in compliance with this poli-
5 cy.
6

7 **Special Interest Materials Approved for Student Distribution or Posting**

- 8 A. Materials approved for distribution or posting should meet these criteria:
9 1. support the district’s mission, policies, learning service and school programs,
10 2. be appropriate for student audiences, and
11 3. comply with board policy and federal, state or local laws and regulations.
12 B. No advertising or promotional material for commerce purposes shall be distributed or
13 posted unless part of a properly approved school or district activity.
14 C. The district will not distribute or post material that would
15 1. promote illegal activity,
16 2. promote illegal discrimination,
17 3. be reasonably interpreted as an attempt to proselytize,
18 4. contain words, symbols, or images that would be regarded as lewd, obscene, vul-
19 gar, or plainly offensive if communicated by a student on school grounds,
20 5. defame a person or organization, or
21 6. threaten serious disruption of a school or school-sponsored activity.
22 D. No child may be excluded from a school or district activity because of an inability to
23 pay. Participation of students in an organization, club, class, school or similar activi-
24 ty promoted through written material distributed or posted under this policy must be
25 free to the student or have scholarships available.
26

27 **Special Interest Materials Approved for Student Distribution or Posting to Staff**

28 All materials for staff distribution from non-school groups or individuals must have ap-
29 proval by the superintendent. Advertisement or promotional materials are subject to the follow-
30 ing:

- 31 1. The products, services or activities advertised or promoted shall provide educational,
32 health/wellness, travel, cultural, financial or social service benefits to staff.
33 2. The activities shall be conducted so as not to interfere with the educational mission or
34 programs of the building or district.
35 3. The district shall in no way be obligated to the promoting business or organization.
36 4. Promotions shall be limited to no more than twice per school year.
37

38 **Political Campaign Materials**

39 Political campaign materials may not be distributed to students or employees (including
40 through employee mailboxes or email) or made available on school grounds, during school time
41 or at school events except as part of a building or district-approved activity to further citizenship
42 training. No student or staff member shall be forced to participate in the distribution or receipt of
43 any political materials.
44
45
46

47 **KI Materials Distribution in Schools**

KI-2

48

49 Advertising in School Publications

50 No advertising for commercial purposes shall be permitted in the school buildings or on
51 the grounds of the district without prior approval of the executive director of administrative and
52 student support services. Advertising in student publications shall be regulated by rules and reg-
53 ulations developed by the superintendent. Ads concerning drugs, illicit or licit, or facsimile
54 thereof, drug paraphernalia, tobacco and tobacco products or promoting any illegal activity are
55 prohibited in any school-sponsored publication.

56

57 Mailing Lists of Students and Staff

58 No mailing lists of students or employees of the district shall be given to individuals, or-
59 ganizations or vendors for the purpose of distributing materials without a written request and ap-
60 proval of the appropriate records custodian as provided for in JR and JRB.

61

62 Approved: October 21, 1992

63 Reviewed/Revised: June 12, 2001

64 Revised: July 12, 2011

1 **KK Public Sales on School Property**

KK

2

3 School property will not be used for any public sales without prior approval of the board
4 other than those sponsored by the district to dispose of excess school property and equipment as
5 approved by the board.

6

7 Approved: September 2, 1992

8 Reviewed/Revised: June 12, 2001

9 Reviewed: July 12, 2011

1 **KM** Visitors to the School

KM

2
3 The board encourages its patrons and parents to visit the district facilities.

4
5 Patron visits shall be scheduled with the teacher and the principal.

6
7 Notices shall be posted in school buildings to require visitors to check in at the office be-
8 fore proceeding to contact any other person in the building or on the grounds.

9
10 Any person who visits a building and/or grounds of the district will be under the jurisdic-
11 tion of the principal who shall be responsible for developing rules and regulations governing the
12 presence of visitors in the buildings.

13
14 The principal has the authority to request aid from any law enforcement agency if any
15 visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation
16 of this rule may lead to removal from the building or grounds and denial of further access to the
17 building or grounds. Violators of this board policy and its rules may be subject to the state tres-
18 pass law.

19
20 Approved: September 2, 1992

21 Reviewed/Revised: June 12, 2001

22 Reviewed: July 12, 2011

1 **KN Complaints** (See GAAB, GAAF, JGEC, JGECA)

KN

2
3 The board encourages all complaints regarding the district to be resolved at the lowest
4 possible administrative level. Whenever a complaint is made directly to the board as a whole or
5 to a board member as an individual, it will be referred to the administration for study and possi-
6 ble resolution.

7
8 The district does not discriminate against any individual on the basis of race, color, na-
9 tional origin, sex, disability, age, or religion in the admission or access to, or treatment or em-
10 ployment in the district’s programs and activities and provides equal access to the Boy Scouts
11 and other designated youth groups. Harassment of an individual on any of these grounds is also
12 prohibited. The executive director of human resources has been designated to coordinate com-
13 pliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of
14 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972,
15 Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.
16 Inquiries regarding the non-discrimination policies should be addressed to:

17
18 Executive Director of Human Resources
19 1511 Gypsum
20 P.O. Box 797
21 Salina, KS 67402-0797
22 785-309-4726
23

24 Approved: February 18, 1987
25 Revised: September 2, 1992
26 Reviewed/Revised: June 12, 2001
27 Revised: December 8, 2009
28 Reviewed: July 12, 2011
29 Revised: March 13, 2012
30 Revised: October 8, 2013
31 Reviewed: November 10, 2015
32

33 **KN-R Complaints**

KN-R

34
35 Complaints About Policy, Curriculum, Instructional Materials, Facilities, Services, Per-
36 sonnel

37 The superintendent shall report any unresolved complaints to the board as necessary.
38

39 Complaints About Emergency Safety Intervention Use

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

44
45 Complaints About Discrimination or Discriminatory Harassment

46 Complaints of discrimination or discriminatory harassment by an employee should be
47 addressed to the employee’s supervisor, the building principal, or the district compliance coordi-
48 nator. Complaints by a student should be addressed to the building principal, another administra-
49 tor, the guidance counselor, or another certified staff member. Any school employee who re-
50 ceives a complaint of discrimination or harassment from a student shall inform the student of the
51 employee’s obligation to report the complaint and any proposed resolution of the complaint to
52 the building principal. If the building principal is the alleged harasser, the complaint shall be re-
53 ported to the district compliance coordinator. Complaints by any other person alleging discrimi-
54 nation should be addressed to the building principal or the district compliance coordinator.
55 Complaints about discrimination, including complaints of harassment, will be resolved through
56 the following complaint procedures:

57
58 Informal Discrimination/Harassment Procedures

59 The building principal shall attempt to resolve complaints of discrimination or harass-
60 ment in an informal manner at the building level. Any school employee who receives a com-
61 plaint of discrimination harassment from a student, another employee or any other individual
62 shall inform the individual of the employee’s obligation to report the complaint and any pro-
63 posed resolution of the complaint to the building principal. The building principal shall discuss
64 the complaint with the individual to determine if it can be resolved. If the matter is resolved to
65 the satisfaction of the individual, the building principal shall document the nature of the com-
66 plaint and the proposed resolution of the complaint, and forward this record to the district com-
67 pliance coordinator. Within 20 days after the complaint is resolved in this manner, the building
68 principal shall contact the complainant to determine if the resolution of the matter remains ac-
69 ceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the
70 building principal, or if the individual does not believe the resolution remains acceptable, the in-
71 dividual may initiate a formal complaint.

72
73 If discrimination or harassment has occurred, the district will take prompt, remedial ac-
74 tion to prevent its reoccurrence. The district prohibits retaliation or discrimination against any
75 person for opposing discrimination, including harassment; for participation in the complaint pro-
76 cess; or making a complaint, testifying, assisting, or participating in any investigation proceed-
77 ing, or hearing.

78
79 Formal Discrimination/Harassment Complaint Procedures

80 A formal complaint should be filed in writing and contain the name and address of the
81 person filing the complaint. The complaint should briefly describe the alleged violation. If an
82 individual does not wish to file a written complaint and the matter has not been adequately re-
83 solved, the building principal may initiate the complaint. Forms for filing written complaints are
84 available in each building office and the central office.

85
86 A complaint should be filed as soon as possible after the conduct occurs, but not later
87 than 180 days after the complainant becomes aware of the alleged violation, unless the conduct
88 forming the basis for the complaint is ongoing.

91 **KN-R Complaints**

KN-R-3

92
93 If appropriate, an investigation shall follow the filing of the complaint. If the complaint is
94 against the superintendent, the board shall appoint an investigating officer. In other instances, the
95 investigation shall be conducted by the building principal, the district compliance coordinator or
96 another individual appointed by the board. The investigation shall be informal but thorough. All
97 interested persons, including the complainant and the person against whom the complaint is lodged,
98 will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
99

100 A written determination of the complaint’s validity and a description of the resolution shall
101 be issued by the investigator, and a copy forwarded to the complainant and the accused no later than
102 30 days after the filing of the complaint.
103

104 If the investigation results in a recommendation that a student be suspended or expelled,
105 procedures outlined in board policy and state law governing student suspension and expulsion will
106 be followed.
107

108 Records relating to complaints filed and their resolution shall be forwarded to and main-
109 tained in a confidential manner by the district compliance coordinator.
110

111 The complainant may appeal the determination of the complaint. Appeals shall be heard by
112 the district compliance coordinator, a hearing officer appointed by the board, or by the board itself
113 as determined by the board. The request to appeal the resolution shall be made within 20 days after
114 the date of the written resolution of the complaint at the lower level. The appeal officer shall review
115 the evidence gathered by the investigator and the investigator’s report, and shall afford the com-
116 plainant and the person against whom the complaint is filed an opportunity to submit further evi-
117 dence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a
118 written determination of the complaint’s validity and a description of its resolution within 30 days
119 after the appeal is filed.
120

121 If discrimination or harassment has occurred, the district will take prompt remedial action to
122 prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for
123 opposing discrimination, including harassment; for participating in the complaint process; or mak-
124 ing a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
125

126 Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies in-
127 cluding the right to file a complaint with the Office for Civil Rights of the U.S. Department of Edu-
128 cation, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.
129

130 Approved: February 18, 1987
131 Revised: September 2, 1992
132 Reviewed/Revised: June 12, 2001
133 Revised: December 8, 2009
134 Reviewed: July 12, 2011
135 Reviewed: March 13, 2012
136 Revised: October 8, 2013
137 Revised: November 10, 2015