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1 **KA Goals and Objectives**

KA

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

10
11 Approved: September 2, 1992

12 Revised: June 12, 2001

13 Reviewed: July 12, 2011

14 Reviewed: March 10, 2026

KB Public Information Programs

KB

(See CEE, CEF and KBA)

The board shall keep the public informed about the school system's functions and operations.

Newsletters and Other Media

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved: September 2, 1992

Revised: June 12, 2001

Revised: November 11, 2003

Revised: November 13, 2007

Revised: July 12, 2011

Revised: October 11, 2022

1 **KBA District or School Websites**

KBA

2 (See DB, DC, ECH, IDEA, II, IIBG, JBC, JR et. seq. & KB)

3
4 The board may establish a district website and may allow creation of websites for individual
5 schools. The district and school websites shall be maintained and updated as directed by the super-
6 intendent.

7
8 Website Rules

9 Detailed rules relating to websites are found in appropriate handbooks or in documents ap-
10 proved by the board and filed with the clerk and/or principals.

11
12 Website rules shall include the following areas:

- 13 • data privacy and FERPA regulations;
- 14 • copyright rules, relating to access and use of materials and the property rights of the
- 15 district, students, and employees who create material;
- 16 • instruction on what information and materials will be prominently posted on district
- 17 and/or school homepages, which shall include, but may not be limited to:
 - 18 ○ a copy of Kansas State Department of Education's Form 150 estimating the
 - 19 legal maximum general fund budget as well as the budget summary for the
 - 20 current school year and actual expenditures for the immediately preceding two
 - 21 school years showing total net dollars of transfers and dollars per pupil as
 - 22 specified in Kansas law, using the full-time equivalent enrollment of the
 - 23 school district for such required calculations;
 - 24 ○ district budgets, the summary of the proposed budget, the needs assessment,
 - 25 and the state assessment documentation described in board policy DB;
 - 26 ○ the board's policy for the part-time enrollment of students; and
 - 27 ○ a copy of any nonacademic test, questionnaire survey, or examination contain-
 - 28 ing any questions about the personal and private attitudes, values, beliefs, or
 - 29 practices of the student or the student's parents, guardians, family members,
 - 30 associates, friends, or peers that is administered during the school day in ac-
 - 31 cordance with board policy IDAF.
- 32 • The board's and administration's right to determine website content and monitor use
- 33 by employees and students.

34
35 District and school websites are maintained to support the public relations and educational
36 programs of the district and/or the schools. Websites may be modified or terminated at any time by
37 board action.

38
39 Approved: February 8, 2000
40 Revised: June 12, 2001
41 Revised: December 9, 2003
42 Revised: July 12, 2011
43 Revised: November 10, 2015
44 Revised: July 12, 2022

1 **KBC Media Relations and Usage**

KBC

2 (See KGB)

3
4 Upon presentation of proper credentials, members of the press on assignment will be
5 admitted free of charge to all school extra-curricular activities. To the extent possible, space will
6 be provided at sporting and special events for members of the working media to cover extra-
7 curricular activities.

8
9 Broadcasting, Livestreaming, and Recording

10 The superintendent is authorized to establish rules and regulations for broadcasting,
11 livestreaming, and recording district activities in accordance with any relevant law and KSHSAA
12 rules governing any particular event.

13
14 The appropriate building principal shall be responsible for determining eligibility,
15 ensuring proper security protocols, and issuing passes to press members on assignment to cover
16 school events. Members of the broadcast media are encouraged to notify the superintendent or
17 building principal prior to the event they wish to cover, so arrangements may be made to
18 accommodate the equipment.

19
20 The board is not obligated to broadcast, livestream, or record its board meetings.
21 However, if the board elects to livestream any board meeting on television, the internet, or any
22 other medium, all aspects of any such open meeting will be available through the selected
23 medium for the public to observe, absent any unintentional technological failure or action taken
24 by the provider of the medium disrupting or preventing the livestream.

25
26 News Releases

27 News releases prepared for public distribution by district employees or students shall
28 have the superintendent's approval prior to release. The superintendent shall, upon request,
29 prepare official district news releases for the board.

30
31 Conferences and Interviews

32 New conferences and interviews shall be scheduled so they do not disrupt regular
33 educational activities. Representatives of the news media seeking to interview a student during
34 school hours must first have the principal's approval and permission from the student's parent or
35 guardian.

36
37 Approved: September 2, 1992

38 Revised: June 12, 2001

39 Reviewed: February 27, 2007

40 Revised: July 12, 2011

41 Revised: September 9, 2025

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 may
6 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 members
10 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 Revised: June 12, 2001

17 Revised: July 12, 2011

18 Reviewed: March 10, 2026

1 **KBCE Interviews with Students**

KBCE

2
3 Representatives of the news media requesting an interview with a specific student or
4 students during regular school hours or on school property must have prior approval of the
5 building principal and parent unless the student is eighteen years of age or older. The building
6 principal shall regulate all interviews with students so that the interviews do not interfere with
7 the educational activities of the students involved. Upon receiving notice of a request for student
8 interview, the building principal shall notify the director of communications.
9

10 Approved: September 2, 1992

11 Revised: June 12, 2001

12 Revised: July 12, 2011

13 Revised: March 10, 2026

KBD Complimentary Tickets and Gate Passes

KBD

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

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

Senior Citizen Lifetime Passes

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

Lifetime Passes

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

Employee Activity Passes

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

Season Ticket Passes to Activities

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

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

Gate Passes

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

Approved: September 2, 1992

Revised: June 12, 2001

Revised: February 27, 2007

Revised: July 12, 2011

Reviewed: March 10, 2026

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
8 superintendent.

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 Revised: June 12, 2001

16 Revised: July 12, 2011

17 Reviewed: March 10, 2026

KC Board-Community Relations

KC

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

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

The board encourages students to participate in community activities and volunteer projects.

Approved: September 2, 1992

Revised: June 12, 2001

Revised: July 12, 2011

Reviewed: March 10, 2026

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 unless otherwise prohibited by law or court order. The
11 personal preference of one parent is not enough alone to override the rights of the other parent to
12 his/her student's information.
13

14 Approved: October 14, 2014

15 Revised: February 26, 2019

1 **KDC** **Solicitations**

KDC

2

3 See GAI, JK & KI

4

5 Approved: September 2, 1992

6 Reviewed/Revised: June 12, 2001

7 Revised: July 12, 2011

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

KFCA

2
3 The board considers that school-community partnerships can aid substantially in
4 promoting 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

12 Reviewed: March 10, 2026

1 **KFD School Volunteers**

KFD

2
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
5 process not only for students, but also for the total community. The use of volunteers provides
6 additional support personnel in the classroom, promotes community-school cooperation in
7 facilitating the learning process, increases community support, and provides for individuals who
8 have 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 Revised: June 12, 2001

22 Revised: July 12, 2011

23 Reviewed: March 10, 2026

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

9
10 Requests for Use of School Facilities

11 Organizations wishing to use one of the school facilities shall submit the request at least
12 fourteen (14) days in advance to the principal of the facility desired. The principal will originate the
13 proper facilities request form and send it to the director of operations for final approval. Any
14 requests submitted with less than fourteen days (14) notice may be rejected unless approved by the
15 executive director of maintenance and operations.

16
17 The rental fees and use of any facility when school is not in session shall be handled by
18 the executive director of maintenance and operations.

19
20 Regulations Governing Use of Facilities

21 The schools have first priority in the use of school rooms. Facilities will be rented to outside
22 persons or groups only when there is no conflict with some school use of the same facility.
23 Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts
24 and other designated youth groups which are neither school-sponsored nor co-curricular in nature.

25
26 Groups using the facilities must be personally supervised by a sufficient number of adult
27 sponsors to ensure proper care of the facilities. Use of fastening devices, improper footwear or
28 any item that could potentially damage the facility will not be allowed. Insurance policies must
29 be provided upon request by USD 305.

30
31 As a condition to the use of district property and facilities, groups and/or organizations must
32 follow all Kansas laws and board policies. Use of tobacco, drugs, or facsimiles thereof, alcoholic
33 beverages and/or gambling will not be permitted on school property. Failure to abide by these
34 requirements may result in a revocation of facility use privileges.

35
36 A designated employee of the district must be on duty at all times whenever an indoor
37 facility, posted playing field, or stadium is used. The designated employee must be listed on the
38 request and will be subject to approval by the executive director of maintenance and operations.

39
40 Organizations requesting use of the swimming pool shall be required to provide the services
41 of a certified lifeguard at their expense over and above the regular rental fee. A copy of the lifeguard
42 certificate must be filed with the executive director of maintenance operations.

43
44 Rental Rates

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

Category "A" - No Fee Charge

This category includes school-related groups or organizations which are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district. Such groups or organizations are generally

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

A comprehensive list of groups with no fee is available from the executive director of maintenance and operations.

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

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

- 1) political parties identified in the person of the county chairperson and further identified as having a candidate who received 5% or more of the vote cast in the most recent general election for Secretary of State in Kansas;
- 2) those groups and organizations requiring membership fees, special fees and/or monthly dues, and which are generally organized for the purpose of offering their participants and spectators certain recreational programs of other programs for community betterment. As examples, such organizations may include the YMCA, church organizations, and other non-profit community organizations;

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

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

Administrative guidelines to administer this policy shall be established and reviewed annually by the board of education. The guidelines will include a comprehensive fee schedule and a listing of various group rates.

Fees for school facilities not included in the schedule will be determined by the staff

KG Use of School Facilities

KG-3

with board approval.

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

 Custodial overtime costs will be set annually by the executive director of maintenance and operations.

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

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

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

Approved: October 18, 1989
Revised: September 2, 1992
Revised: November 12, 1996
Revised: March 14, 2000
Revised: June 12, 2001
Revised: November 11, 2003
Revised: July 12, 2005
Revised: January 8, 2008
Revised: July 12, 2011
Revised: October 14, 2014
Revised: March 10, 2026

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

KGA

2
3 Requests for use of the district personal property or equipment by outside tax-exempt or-
4 ganizations shall be submitted to the superintendent. Any request shall be granted or denied pur-
5 suant to guidelines for using personal property or equipment approved by the board. The superin-
6 tendent may establish a deposit or requirement for the purchase of insurance for use of district
7 personal property or equipment before it is removed from the school grounds or other district
8 property. The deposit will be paid to the operations department and will be refunded when the
9 property or equipment is returned in working order.

10
11 Lost, Stolen, or Damaged Property or Equipment

12 No request for use of district personal property or equipment shall be granted until the re-
13 questor executes a use agreement specifying such person will agree to pay the district fair market
14 value for any district personal property or equipment that has been lost, stolen, or has suffered
15 irreparable damage while in the requestor's possession. For the purposes of this policy, "irrepara-
16 ble damage" shall include any damage severe enough that the cost to repair such equipment
17 would be more than the fair market value of the district personal property or equipment. If dis-
18 trict personal property or equipment is returned damaged beyond normal wear and tear of ac-
19 ceptable use, the requestor shall be responsible for the cost to repair such personal property or
20 equipment. The district may also require the purchase of insurance.

21
22 Personal Use

23 No district personal property or equipment shall be used by staff for personal reasons at
24 school or away from its designated station without the prior approval of the superintendent. No
25 district personal property or equipment shall be used by the superintendent for personal reasons
26 at school or away from its designated location without the prior approval of the board.

27
28 Definition

29 District personal property means any property other than property that is land, buildings,
30 and property that is physically attached to land or buildings which is owned by or under the con-
31 trol of the school district.

32
33 Approved: June 12, 2001
34 Revised: July 23, 2008
35 Reviewed: July 12, 2011
36 Revised: November 13, 2012
37 Revised: April 12, 2022
38 Revised: October 11, 2022

1 **KGB Concealed Observations**

KGB

2 (See JGGA)

3
4 Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from
5 recording students, employees, and/or board members surreptitiously or through the use of
6 concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in
7 district property, and at meetings and conferences held for educational or disciplinary purposes.
8

9 Exceptions to this prohibition include the use of video surveillance throughout district
10 facilities and in district vehicles, provided in accordance with JGGA; the recording or
11 livestreaming of open meetings subject to the Kansas Open Meetings Act; the recording of due
12 process hearings or student disciplinary hearings for evidentiary purposes; recording of students
13 for use during the student's evaluation or provision of special education services with the
14 principal's prior permission; and the recording of a school-sponsored activity, program, or event
15 which is open to the general public.
16

17 Individuals wishing to record students, employees, or board members at school, on or in
18 district property, or at meetings and conferences as previously described shall first notify the
19 superintendent or building principal in advance. If such recording is not prohibited by law or
20 policy, the administrator may allow the recording and may make arrangements to record on
21 behalf of the district.
22

23 Approved: November 8, 2016

24 Reviewed: March 5, 2024

25 Revised: September 9, 2025

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 USD 305 employee must be present and
9 accept full responsibility for the building's use.
10

11 Approved: September 2, 1992

12 Revised: June 12, 2001

13 Reviewed: January 8, 2008

14 Reviewed: July 12, 2011

15 Reviewed: March 10, 2026

1 **KGD Crowd Control at District-Sponsored Activities (See EBC)**

KGD

2
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, property and/or
4 grounds of the district to persons who have no lawful business to pursue at the school, persons
5 who are acting in a manner disruptive or disturbing to the normal educational functions of the
6 school, or persons who are on school property in violation of board and/or building policy.
7 Administrative personnel may demand identification and evidence of qualification for access of
8 anyone desiring to use or come upon the premises of the particular school or facility except that
9 off-duty law enforcement officers identifying themselves as such shall not be required to provide
10 or record personal information.

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

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

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

25
26 Approved: October 14, 2014

27 Revised: March 10, 2026

1 **KGE Bullying by Parents**

KGE

2 (See EBC, GAAE, JDDC and 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 on or while using school property, in a school vehicle, or at a school-sponsored ac-
8 tivity or event. For the purposes of this policy, the term “bullying” shall have the meaning as-
9 cribed 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; school-sponsored ac-
16 tivities, programs, and events; and/or district students and/or staff members through the district’s
17 communication systems. As appropriate, reports to local law enforcement will be filed to report
18 criminal bullying behaviors.

19
20 This policy and the district bullying plan may 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
25 Revised: October 11, 2022
26

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

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 \$5,000 or less.

16
17 Gifts which exceed \$5,000, 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 do-
35 nation will be accepted that requires students to advertise a product, service, company, or indus-
36 try. This prohibition on student advertising includes athletic uniforms and equipment with the ex-
37 ception 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)

KH Gifts and Bequests

KH-2

Donor Recognition

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

Approved: December 18, 1991

Revised: September 2, 1992

Revised: May 13, 1997

Revised: June 12, 2001

Revised: July 12, 2011

Revised: April 9, 2013

Revised: October 11, 2022

1 **KI Materials Distribution in Schools**

KI

2 (See JK)

3
4 The superintendent shall establish rules regulations for the dissemination of materials to
5 district students and staff. Organizations other than USD 305 school-related organizations are not
6 permitted to distribute, post or place printed material in any school location except in compliance
7 with the procedures for materials distribution developed by the superintendent. Any such
8 requests for materials distribution to students or staff which creates a material or substantial
9 interference with normal school activity or appropriate discipline in the operation of the school
10 shall be refused.

11
12 Materials Produced by Outside Groups – Including Religious Materials

13 The principal may determine the time, place and manner in which non-school/educational
14 materials approved for distribution pursuant to district policies and procedures are displayed and
15 disseminated in the building or on school property. No student shall be forced to participate in
16 the distribution or receipt of any non-school materials in the schools.

17
18 Political Campaign Materials

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

22
23 Advertising in the Schools

24 No advertising for commercial purposes shall be permitted in the school buildings or on
25 the grounds of the district without prior approval of the executive director of educational
26 programs. Advertising in student publications shall be regulated by rules and regulations
27 developed by the superintendent. Advertising in the student publications may promote products
28 by brand name. Ads promoting the sale of any controlled substances, drug paraphernalia or any
29 other illegal material or activity are prohibited.

30
31 Mailing Lists of Students and Staff

32 No mailing lists of students or employees of the district shall be given to individuals,
33 organizations or vendors for the purpose of distributing materials without a written request and
34 approval of the appropriate records custodian as provided for in policies JR and JRB.

35
36 Approved: October 21, 1992

37 Revised: June 12, 2001

38 Revised: July 12, 2011

39 Revised: March 10, 2026

1 **KK Disposal of District Property**

KK

2 (See DFM)

3
4 Except when disposing of a building as defined herein, the board may dispose of district
5 property in a manner the board deems to be in the district's best interest. Whenever such excess
6 district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be
7 extended.
8

9 When disposing of any school district property, neither the board nor its agent shall
10 refuse to sell, lease, or convey any interest in a building or property to a prospective buyer or
11 lessee solely because the prospective buyer or lessee may use or intends to use the building or
12 property as a nonpublic school building.
13

14 **Disposal of a School District Building**

15 For the purposes of this policy, terms have the following meanings.

- 16 • "Building" means any building that was used in any prior school year as an
17 attendance center for students enrolled in kindergarten or any of the grades one
18 through 12.
19 • "State Agency" means any state agency, department, authority, institution, division,
20 bureau, or other state governmental entity.
21

22 Within 30 days after the board of education adopts a resolution to dispose of a building,
23 the board shall submit written notice of its intention to dispose of such building to the legislature.
24 Such notice shall be filed with the chief clerk of the house of representatives and the secretary of
25 the senate and shall contain the following:

- 26 • a description of the school district's use of such building immediately prior to the
27 decision to dispose of such building;
28 • the reason for such building's disuse and the decision to dispose of such building;
29 • the legal description of the real property that is to be disposed; and
30 • a copy of the resolution adopted by the board of education.
31

32 Upon receipt of the notice, the legislature may adopt a concurrent resolution stating the
33 legislature's intention that the state acquire the building in the following manner. Such
34 concurrent resolution shall include:

- 35 • the name of the school district that owns such building;
36 • the information contained in the written notice as outlined herein; and
37 • the state agency that intends to acquire such building and the intended use of such
38 building.
39

40 If the notice is received by the legislature during a regular legislative session, the
41 legislature shall have 45 days to adopt such a concurrent resolution.
42

43 If the notice is received when the legislature is not in regular session, then, not more than
44 45 days after the notice is received by the legislature, the legislative coordinating council may
45 deny the legislative option for the state to acquire the building. If the legislative coordinating
46 council denies this option, the district may proceed with disposing of the building in accordance

KK Disposal of District Property

KK-2

(See DFM)

with Kansas law. If the legislative coordinating council does not deny the option for the state to acquire the building within the 45-day period, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined herein.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such building and take title to the real property. Upon request of the state agency acquiring the building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey the building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the legislature does not adopt a concurrent resolution as described herein within the 45-day period or if the state agency does not take title to the property within the 180-day period or any extension thereof, the school district may proceed with disposition of such building in such manner and upon such terms and conditions the board deems to be in the best interest of the district. Conveyances of building and real property described on any legislative notice described herein shall be executed by the president of the board and attested by the clerk.

School district buildings not meeting the definition of “building” as defined herein, may be disposed of in any manner deemed to be in the best interest of the district by the board, without need for legislative notice under this policy.

Approved: September 2, 1992

Revised: June 12, 2001

Reviewed: July 12, 2011

Revised: August 8, 2023

Revised: August 13, 2024

1 **KM Visitors to the School**

KM

2
3 The board encourages patrons and parents to visit district facilities. Patron visits shall be
4 scheduled with the teacher and the principal.

5
6 Notices shall be posted in school buildings to require visitors to check in at the office
7 before proceeding to contact any other person in the building or on the grounds.

8
9 Any person who visits a building and/or grounds of the district will be under the
10 jurisdiction of the building principal who shall be responsible for developing rules and
11 regulations governing the presence of visitors in the buildings.

12
13 In accordance with Kansas law, off-duty law enforcement officers identifying themselves
14 as such upon entry into a district building cannot be requested or required to provide or record
15 personal information such as their email address, home phone number, or home address. Nor
16 shall such officers be required to wear any item identifying them as a law enforcement officer or
17 as being armed. School personnel may request to see the identification required by such officer's
18 law enforcement agency to verify the individual is a law enforcement officer.

19
20 The principal has authority to request assistance from law enforcement if any visitor to
21 the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule
22 may lead to removal from the building or grounds and denial of further access to the building or
23 grounds. Violators of this board policy may be subject to the state trespass law.

24
25 Approved: September 2, 1992
26 Revised: June 12, 2001
27 Reviewed: July 12, 2011
28 Revised: September 9, 2025
29 Revised: February 10, 2026

1 **KMA Tobacco-Free School Grounds for Visitors**

KMA

2 (See GAOC & JCDA)

3
4 The use of any tobacco product by parents, contractors, volunteers, and all other visitors
5 is prohibited at all times in any district facility; in school-owned or operated property.

6
7 The following definitions apply to this policy.

8
9 “Tobacco product” means any product that is made from or derived from tobacco or that
10 contains nicotine which is intended for human consumption or is likely to be consumed whether
11 smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including,
12 but not limited to, electronic nicotine-delivery system (hereafter “ENDS”), cigarettes, cigars,
13 pipe tobacco, chewing tobacco, snuff, or snus. “Tobacco products” also means any component or
14 accessory used in the consumption of a tobacco product such as filters, rolling papers, pipes,
15 charging devices, cartridges, and any substances used in ENDS, whether or not they contain nic-
16 otine. This definition does not include FDA-approved nicotine replacement therapies including
17 transdermal nicotine patches, nicotine gum, and nicotine-lozenges.

18
19 “Electronic nicotine-delivery system” or “ENDS” means any device that delivers a va-
20 porized solution (including nicotine, THC, or any other substance) by means of cartridges or
21 other chemical delivery systems. Such definition shall include, but may not be limited to, any
22 electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

23
24 Approved: October 13, 2020

KN Complaints

KN

(See BCBI, DE, GAAB, GAAC, GAACA, GAAF, IF, IKD, JCE, JGEC, JGECA & KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

Informal Procedures

The supervising administrator shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the supervising administrator. Upon becoming aware of a complaint, the supervising administrator shall, within a reasonable time, but without delay, 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 supervising administrator shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator.

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

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures, the supervising administrator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the supervising administrator, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and forwarded to the complainant and the respondent. If the investigator anticipates a determination will not be issued within 45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.

KN Complaints

KN-2

(See BCBI, DE, GAAB, GAAC, GAACA, GAAF, IF, IKD, JCE, JGEC, JGECA & KNA)

- If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and 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.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it has been determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. If appropriate, the board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the

KN Complaints

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(See BCBI, DE, GAAB, GAAC, GAACA, GAAF, IF, IKD, JCE, JGEC, JGECA & KNA)

designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than 60 days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator, the director of support services, 1511 Gypsum, P.O. Box 797, Salina, KS 67402-0797, compliance.coordinator@usd305.com, 785-309-4718.

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The executive director of human resources/legal services, 1511 Gypsum, P.O. Box 797, Salina, KS 67402-0797, compliance.coordinator@usd305.com, 785-309-4726 has been designated to coordinate compliance with non-discrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policy GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Emergency Safety Intervention Use

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

KN Complaints

KN-4

(See BCBI, DE, GAAB, GAAC, GAACA, GAAF, IF, IKD, JCE, JGEC, JGECA & KNA)

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation that 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.

Unresolved Complaints

If a formal complaint remains unresolved even after the relevant board procedures for addressing complaints have been exhausted, the superintendent shall report those remaining complaints to the board at the next regularly scheduled board meeting.

Approved: February 18, 1987
Revised: September 2, 1992
Revised: June 12, 2001
Revised: December 8, 2009
Reviewed: July 12, 2011
Revised: March 13, 2012
Revised: October 8, 2013
Reviewed: November 10, 2015
Revised: October 13, 2020
Revised: February 14, 2023
Revised: August 8, 2023
Revised: April 8, 2025
Revised: September 9, 2025

1 **KNA Complaints Regarding Nutrition Programs**

KNA

2
3 Discrimination against any individual on the basis of race, color, national origin, sex, disa-
4 bility, age, or retaliation for prior civil rights activity in any program or activity conducted or
5 funded by the United States Department of Agriculture is prohibited. The executive director of hu-
6 man resources, 1511 Gypsum, P.O. Box 797, Salina, KS 67402-0797,
7 compliance.coordinator@usd305.com, 785-309-4726 has been designated to coordinate compliance
8 with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Ameri-
9 cans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act
10 of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food
11 Stamp Act of 1977, as amended.

12
13 Complaints About Discrimination in Child Nutrition Programs

14 To file a complaint of discrimination regarding child nutrition programs offered by the dis-
15 trict, complete the USDA Program Discrimination Complaint Form (AD-3027) at:
16 http://www.ascr.usda.gov/complaint_filing_cust.html; or write a letter and provide the information
17 requested in the form. To request a complaint form, call 866-632-9992. Submit the completed form
18 to:

19
20 U.S. Department of Agriculture
21 Office of the Assistant Secretary for Civil Rights
22 1400 Independence Avenue, SW
23 Washington D.C. 20250-9410
24 Fax: 202-690-7442
25 program.intake@usda.gov

26
27 Approved: October 13, 2020