

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>USE OF BOARD MEMBERS' NAMES, DISTRICT LOGO, AND OTHER STANDARDIZED INFORMATION ON PUBLICATIONS</p>	<p>REGULATION NUMBER: 2525-09</p> <p>DATE OF ISSUE: 01/05/88</p> <hr/> <p>REVISIONS: 12/12/89; 07/17/90; 08/01/96; 07/12/19</p> <hr/> <p>PREPARING OFFICE: COMMUNICATIONS DEPARTMENT</p>
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I. PURPOSE:

To establish uniform use of the district logo and Board of Education members' names and meet requirements regarding use of the approved Equal Employment Opportunity statement.

II. DISTRICT LOGO:

The following is the current district logo:



Anyone with questions regarding district logos or branding can contact the district communications department.

III. RESPONSIBILITY:

All individuals responsible for the development and printing of publications.

IV. GUIDELINES:

- A. It is recommended that some indication of the date of publications be included.
- B. On any publication produced for general distribution and at least once a year on all regular publications, the district's Equal Employment Opportunity statement should appear as follows:

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. For students, the Title VI, Title IX and Section 504 compliance coordinator is the General Counsel for the district. For employees, the EEO/AA and Title VII compliance officer is the general director of human resources.

**USE OF BOARD MEMBERS' NAMES, DISTRICT LOGO, AND
OTHER STANDARDIZED INFORMATION ON PUBLICATIONS
(Continued)**

Compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The Clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3059 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

- C. On any publication produced for employment purposes, the district's Affirmative Action statement should appear as follows:

"The personnel policies, procedures, and practices of the Topeka Public Schools shall be administered to best assure equal employment opportunities for all applicants and employees. The district has identified and eliminated any personnel policies, procedures, or practices which discriminate on the basis of race, color, ancestry, national origin, gender, age, religion, handicap, political affiliation, or status as a veteran and shall continue to do so, remaining vigilant against development of unlawful employment discrimination. The district shall comply with all applicable state and federal laws and regulations prohibiting employment discrimination, and all contractors and vendors shall be requested to do likewise."

- D. On publications produced at the district level:

1. Names of Board of Education members serving at the time of publication should appear in the following publications annually: Board Policies and Administrative Regulations books, Board of Education Policies and Administrative Regulations Pertaining to Students handbook, Board meeting "Welcome" brochure, the District Annual Report, and the Professional Agreement.
2. The logo should appear on all district-level publications.

- E. On publications produced at the school building level:

1. The district logo should appear on district-printed publications prepared for distribution to the public.
2. The names of Board of Education members serving at the time of publication should be published annually in at least the first issue of the parent/community newsletter and commencement programs.
3. The use of the logo on invitations is encouraged but not required.

- F. Publications currently in print must be modified to conform with this regulation at the time they are reprinted.