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IB School Site Councils (See KA)

IB

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council will strive to include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Each principal shall submit for board's approval the names of the individuals to be considered for the building's SITE council. Each council shall report to the board at least one time a year.

Approved: March 18, 2019

KASB Recommendation—7/96; 6/04; 4/07; 6/14; 9/18; 12/18

IC Educational Program (See ID, IDAA, IDAB, IDAC and IJ)

IC

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

Additional Educational Programs

Additional educational programs shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: August 3, 2020

KASB Recommendation – 6/04; 04/07; 6/10; 6/20

ICA Pilot Projects (See IDAE)

ICA

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: March 18, 2019

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 9/18

ICAA Teaching Methods (GRBC, ICA, IDAE, II, and IJ)

ICAA

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 6/10; 9/18

ID Instructional Program (See BBG, CJ, CL, IC and IJ)

ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent may develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions, or alterations to the Instructional Program shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation (See IJ)

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 6/10; 6/12; 9/18

IDAA **Special Programs** (See IC and JJ)

IDAA

In addition to the educational program, the district may provide special programs.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18; 12/18

IDAB Support Programs (See IC and LDD)

IDAB

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

Dropout Prevention

The superintendent may develop and implement programs to prevent students from dropping out or encourage dropouts to return to school.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance

The guidance program shall be organized to serve all students.

Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

The parent makes the request for homebound instruction; and

IDAB Support Programs

IDAB-2

The Superintendent or principal, the student's IEP team or a section 504 team recommends homebound placement based on information indicating homebound instruction is medically necessary.

The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Student Support Services, State Board of Education.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18; 12/18

IDAC **Exceptional Programs** (See IC)

IDAC

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

Approved: March 18, 2019

KASB Recommendation - 4/07; 9/18

IDACA Special Education Services

IDACA

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the “Procedural Safeguards in Parent Rights in Special Education” published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: March 18, 2019

KASB Recommended – 6/14; 6/18; 9/18

IDACB Section 504 Accommodations for Students

IDACB

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: March 18, 2019

KASB Recommendation – 6/14; 9/18

IDAD Title I Programs

IDAD

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

Each Title I School shall designate at least one meeting date each school year to provide parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Approved: July 13, 2020

KASB Recommendation – 6/00; 7/03; 6/04; 4/07; 12/13; 9/18; 12/18

IDAE **Student Privacy Policy**
(See BCBK, ICA, ICAA, II, and JR et seq.)

IDAE

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school

performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such

as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: March 18, 2019

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16; 9/18

IDCE **College Classes** (See JBE and JQ)

IDCE

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Approved: March 18, 2019

KASB Recommendation – 6/04; 6/05; 6/06; 4/07; 6/08; 9/18

IDFA Athletics

IDFA

Any district elementary or middle school that includes any of the grades six through nine may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.

District high school/s shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

District schools shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

Approved: March 18, 2019

KASB Recommendation – 8/98; 7/02; 6/04; 4/07; 9/18

IE Instructional Arrangements

IE

Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IEB **Charter Schools**

IEB

The board may consider a petition for creation of a charter school if the petition meets all requirements of current law and regulations.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IF Textbooks, Instructional Materials and Media Centers
(See IKD and KN)

IF

All textbooks and instructional materials that exceed \$20,000, and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and

authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials

Any person having a complaint about textbooks, media center or other instructional materials shall discuss with the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall discuss with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:

The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall

request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18; 12/18

IFBH **Outside Speakers** (See IKB)

IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

Speakers shall be expected to abide by applicable policies and rules.

Outside speakers should be selected so that various points of view are presented.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these rules.

With prior board approval an honorarium may be paid to outside speakers.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18; 12/18

The use of community resources is encouraged where legitimate educational objectives may be advanced.

The licensed staff shall maintain a list of suitable community resources which may be used for field trips and other excursions.

Approved: August 12, 2019

KASB Recommendation – 6/04; 4/07; 6/19

USD Approved Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may occur during class time or the employee's work day.

Approved: March 18, 2019

KASB Recommendation – 6/05; 4/07; 9/18

IHA Grading System

IHA

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IHB Homework

IHB

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IHEA Make-Up Opportunities (See JBD and JDD)

IHEA

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IHF **Graduation Requirements** (See JFCA)

IHF

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 26 academic credits of a type meeting state and district requirements beginning with the class of 2010.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated;
- or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved: March 18, 2019

KASB Recommendation 9/97; 6/04; 4/07; 6/15; 9/18

II Educational Testing Program

II

(See BCBK, BE, CN, CNA, IDAE, IJ, JF and KBA)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

Approved: March 18, 2019

KASB Recommendation – 6/04; 10/04; 6/06; 4/07; 9/18

IIA Performance-Based Credits

IIA

A student may request to "test out" of a particular course through a performance instrument for the sole purpose of progression to the next level course. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to "test out" of a class must be submitted prior to the beginning of each semester/year. A student may not request to "test out" of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students' parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

For any student meeting mastery, a four point credit value (letter grade A) will be applied to the student's transcript and the student would then be allowed to advance to the next level course. A student failing to meet minimum mastery (as set forth by the review committee) will not have anything posted to his/her transcript, and instead would simply enroll in the course he/she had

IIA Performance-Based Credits

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attempted to test out of. Students will be allowed only one opportunity to "test out" of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes as noted in the district curriculum guide and class syllabus will be made available.

Approved: March 18, 2019

KASB Recommendation – 7/02; 6/04; 4/07; 9/18

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Technology Acceptable Use Policy for Students

USD 262 is committed to providing all students with technology-based learning opportunities that facilitate resources sharing, research, cooperative learning, and communications. The use of computers, networks, the Internet, and other online services shall be in support of education and research consistent with the district's mission and goals. Access to technology in USD 262 is a privilege which brings with it responsibilities.

District Responsibilities

USD 262 will provide filtered access to the Internet and make reasonable efforts to monitor student access to the Internet and communication resources via the Internet. The district will make reasonable efforts to protect the privacy of students and student information. District administrators or their designees may review student files and student communications to prevent misuse and to ensure that students are using the system responsibly and in compliance with laws and district policies.

Student Responsibilities

Students shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers,

networks, the Internet, and other online services. Copyright law shall be respected for all Internet and online services. Files and communications on the network shall be considered public in nature; students should not expect that files stored on the district's servers or the district Internet service provider's servers will be private. Students who observe or identify a security issue should notify an administrator immediately. Students should show any messages that are suggestive, obscene or threatening to a teacher, who will contact appropriate district staff. If students encounter objectionable material on the Internet, they should minimize the browser and notify a teacher or administrator immediately so that the site may be blocked. Students should not click any other links or graphics on the objectionable page.

Permission

Students must have permission from and be supervised by district staff when using district hardware, software, folders, files, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to use the Internet or electronic communications unless a current signed Student Access Contract is on file. Access to district technology is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges.

Inappropriate Use

Inappropriate use of district technology, including district hardware, software, networks, the Internet, or other online services include, but are not limited to, the following:

General

- Violating any local, state (K.S.A. 21-3755), or federal statutes;
 - Accessing another individual's materials, information, folders or files without permission;
 - Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;
 - Failing to follow a district policy while using the district's technology or failing to follow any other policies or guidelines established by district administrators or their designees;
- Internet
- Transmitting obscene, abusive, sexually explicit, or threatening language;
 - Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
 - Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;
 - Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet;
 - Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;
 - Downloading software that has not been approved by district staff;
 - Using credit cards with any online service;
 - Using a district supplied email account or chat room access for non-school related activities;
 - Using the Internet not in support of education and research consistent with the purposes of USD 262;

Hardware, Software, Network

- Giving out personal passwords
- Attempting to log on or logging on with another's password;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Wasting storage or other technology resources intentionally;
- Using the network for commercial, advertisement or political purposes;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;
- Altering improperly the setup of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);
- Copying illegally, installing or using software that has not been approved by district staff;

- Using district hardware, software, storage space or network for non-school-related activities.

Security Risk

Any student identified as a security risk or having a history of problems with other computer systems may be denied access to district technology.

Disclaimer

The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting service interruptions caused by its own negligence or user errors or omissions. Us of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

Statement of Personal Belief

Any statement of personal belief found on computers, networks, the Internet, other on-line services, or any other telecommunications system is the author's individual point of view, and not that the school district, school, or district staff. No representations to the contrary shall be published without written approval from district administrators. District administrators or their designees may review all content in any Internet or online accounts paid for, in whole or in part, by the district without notice of any kind.

Student Access Contract

Prior to use of school technology, networks, the Internet, other online services, each student desiring to use such account(s) shall sign a Student

Access Contract. A new contract shall be signed at the beginning of each year. If a student is under the age of 18, a parent/guardian shall also sign the contract. These agreements shall be kept on district file for the entire school year.

Technology Acceptable Use Policy for Network Service, Internet Access and Electronic Communications for Staff

Use of computers is an important skill for today's technologically literate staff. Valley Center wants to open this important avenue of research to our staff while ensuring their safety. Abuse is considered major misconduct as detailed in the district handbook. The district provides a filtered internet environment to protect students, to the extent possible, from content that is obscene, pornographic, or harmful to minors.

A. In using communication technologies, staff will:

1. Bear in mind that all communication represents the district and thus reflects on the integrity, ethics, and good name of the district as a Pre-K-12 public education institution.
2. Not seek unauthorized access to school, district, other public or private computer networks, computers, or electronic files for any purposes.
3. Comply with any and all related board of education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.
4. Obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
5. Maintain the safety and security of all technology equipment while issued to me by the district. Technology equipment should not be left in an unlocked vehicle or locked vehicle where it would be at risk to theft and exposed to extreme heat or cold.

B. It is unethical and illegal to:

1. Misuse passwords or obtain access to computers without district authorization.

2. Interfere with the transmission, storage, retrieval, destruction or damage of operating systems, or destroy, modify or abuse hardware/software.
 3. Circumvent internet and email filtering applications. This includes but is not limited to the use of internet proxies and tunneling applications.
 4. Use network services/internet access to facilitate illegal activity.
 5. Develop or use programs that harass other users, infiltrate and/or damage the software components of a computer.
 6. Use network services or the internet to access/transmit obscene, objectionable, pornographic, or offensive material.
- C. Staff member understands that:
1. Any use of the Internet or Network should be limited to activities which support education, enrichment, and career development.
 2. Student use of the Internet must be supported by a lesson plan, school activity, and/or project All student access to the Internet will be through a filtered workstation.
 3. Sharing one's username and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the username or password assigned to the user.
 4. Employees shall have no expectation of privacy. USD 262 Technology Department and district administration have the right to view, modify or remove any communication or information received, sent or stored on school district equipment.
 5. There should be no downloading of games, video and/or audio files or other files that are not educationally supported.
 6. Any use of the network services/Internet access for commercial or for-profit purposes is prohibited.
 7. Mass utilization of technology resources that inhibits use by others is prohibited.
 8. On-line purchases that are not school related are not to be made during school hours.
 9. The school district has all rights of ownership of products produced by an employee during hours for which the employee was paid or in which the use of district supplies and/or equipment was used. The district may enter into an agreement in advance with an employee to produce a product. In such cases, the agreement shall assign rights of use and ownership.
 10. Using your full name, giving out your home phone number, home address, or school name is strongly discouraged. (It is also recommended that you do not electronically transmit your social security number, bank account numbers or credit card numbers). Personal information on students will not be disseminated online without written permission from parents.
 11. Harassment of any kind, including, but not limited to sexual, racial, religious and political is illegal.

12. Any messages that are suggestive, obscene or threatening should never be responded to. Please show such messages to an administrator if appropriate.
13. All technology support must be performed only by the USD 262 Technology Department.
14. All technology purchases must be made by the USD 262 Technology Department unless otherwise approved by the Technology Director.
15. It is my responsibility to back files and keep current copies readily accessible.
16. All cleanup of data saved in home directories and hard drives must be completed at the end of each 9-233k period.
17. District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the IT Department.
18. Maintenance of portable equipment should be scheduled with the USD 262 Technology Department on or before May 31, if the equipment is checked out over the summer.
19. It is my responsibility to pay USD 262 the cost to repair or replace any damaged equipment that has been issued to me.
20. Any staff member who has knowledge of or is involved in any of the above unethical or illegal acts, and has not reported this to the appropriate authority, will also be held responsible.
21. Using electronic communication tools that are not district approved to communicate with students is strongly discouraged. This includes but is not limited to the use of personal social networking sites, chat rooms, and text messaging.

D. Violating this policy will be subject to the Negotiated Agreement or Staff handbook policies possibly resulting in, but not limited to:

1. Restricting or loss of Internet/network access.
2. Disciplinary or legal action including, but not limited to, suspension, dismissal from work and/or criminal prosecution under appropriate local, state, and federal law.
3. Assessment of the cost of damages to hardware/software.

E. Disclaimer:

The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the

Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

F. CIPA:

The Children's Online Protection Act (CIPA), passed by the 106th Congress of the United States, requires that schools and libraries that receive specified federal funding certify that they have in place an Internet Safety Policy that includes monitoring the use of Internet access and implementation of technology that will filter out objectionable content. In order to be in compliance with CIPA, USD 262 employs Websense, an application that acts as a monitor and filter of Internet content. Websense maintains logs of all internet access. Those logs contain data that uniquely identifies user accounts attempting to access objectionable sites. All logs are monitored by the USD 262 Technology Department.

Approved: March 18, 2019

KASB Recommendation - 9/18

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the technology office.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: March 18, 2019

KASB recommendation – 9/97; 9/00; 7/02; 7/03; 6/04; 4/07; 6/08; 6/12; 12/13;
9/18; 12/18

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to

IIBGA Children's Internet Protection Act

IIBGA-2

minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: March 18, 2019

KASB Recommendation – 7/01; 6/04; 4/07; 6/09; 6/12; 6/13; 9/18

Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than May 15th. The student and the student's parents shall be informed of the administrator's decision in writing no later than June 15.

Students may enroll in an online course as an alternative to any course offered by the middle/high school with approval of an administrator.

Guidelines

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

Other Regulations or Guidelines

Approval by the administration of online coursework shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

Approved: March 18, 2019

KASB Recommendation – 7/02; 6/04; 4/07; 6/12; 9/18

IIBGC Staff Online Activities (See GAF, GBU, IIBG, IIBGA, KGA) IIBGC

Employees are permitted to use district electronic mail and other district technology resources solely for educational purposes to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall notify the superintendent within a reasonable period of time prior to establishing the site. Approval of any such site will be solely within the discretion of the superintendent.
2. Unless otherwise prohibited, staff members will set up the site following all district guidelines developed by the superintendent and approved by the board. Superintendent approval shall be required prior to the expenditure of district funds for such purpose.

3. Upon request from the administration, access to the site must be given to school/district administrators and technology staff.
4. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Frequent monitoring and diligent managing the site to promote safe and acceptable use and compliance with district policies;
 - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law; and
 - c. Notification of administration of any violation of district policies or unsafe or unacceptable use of the site.

Staff members are cautioned and discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: March 18, 2019

KASB Recommendation – 6/13; 9/18; 12/18

IJ **Evaluation of Instructional Program**
(See IC, ICAA, ID, and II)

IJ

The superintendent may develop guidelines to evaluate the instructional program. This evaluation may be part of the district's school improvement efforts.

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these committees which may include the committee's recommendations for improvement, modification, or elimination of any part of the instructional program. The superintendent may submit a comprehensive report from the committees to the board.

Approved: August 3, 2020

KASB Recommendation – 6/04; 4/07; 6/12; 6/19; 6/20

IKA Financial Literacy (See ID)

IKA

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

Approved: March 18, 2019

KASB Recommendation – 6/15; 9/18

IKB **Controversial Issues** (See GBU, IA and IFBH)

IKB

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of school newsletters.

Approved: March 18, 2019

KASB Recommendation – 6/04; 6/06; 4/07; 9/18

IKD **Religion in Curricular or School Sponsored Activities**
(See AEA, IF, IKDA and KN)

IKD

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear educational issues of overriding concern which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah,

crescent, Star of David, creche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

Holidays which have a religious and a secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IKDA Religious Objections to Activities (See IKD)

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the principal and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted.

If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

IKDA Religious Objections to Activities

IKDA-2

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18; 12/18

IKE Assemblies

IKE

Each building principal may schedule assemblies as needed.

Approved: March 18, 2019

KASB Recommendation – 6/04; 4/07; 9/18

IKI Lesson Plans

IKI

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

Approved: March 18, 2019

KASB Recommendation - 4/07; 9/18

ING Animals and Plants in the School

ING

With the written prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

Approved: March 18, 2019

KASB Recommendation - 1/13; 9/18