

## TABLE OF CONTENTS

### I--INSTRUCTIONAL PROGRAM

<b>IA</b> .....	Philosophy - Mission Statement (See GBU and IKB)
<b>IB</b> .....	School Site Councils See (KA) Bylaws
<b>IC</b> .....	Educational Program (See IDA) IDAA, IDAB, IDAC and IJ) Curriculum Handbooks Educational Goals and Objectives Additional Educational Programs
<b>ICA</b> .....	Pilot Projects (See IDAE,) Pilot Project Evaluation Student Surveys
<b>ICAA</b> .....	Teaching Methods (See ICA, IDAE, IJ)
<b>ID</b> .....	Instructional Program (See BBG, CJ, CL, IDA, and IJ) Modification Personnel Financial Resources Evaluation
<b>IDA</b> .....	Educational Program (See CN, IC, ID, IDAA, IDAB and IDAC) Curriculum Handbooks Educational Goals and Objectives Other Educational Programs
<b>IDAA</b> .....	Special Programs (See IC, IDA and JJ) Partnerships/Work-Study Program
<b>IDAB</b> .....	Support Programs (See IC, IDA and LDD) Drug Education Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction

<b>IDAC</b> .....	Exceptional Programs (See IC and IDA)
<b>IDACA</b> .....	Special Education Services
<b>IDAD</b> .....	Title I Programs
	Annual Parent Meeting
	Regulation, Title I Programs
	Parental Involvement Encouraged
	Activities to Enable Parental Participation
	Scheduling for Parents' Convenience
	Annual Evaluation
	Form, Title I Parent Involvement: Policy Development Meetings
<b>IDAE</b> .....	Student Privacy Policy (See BCBK, ICA, ICAA, II and JR <u>et seq.</u> )
	Student Data Restrictions
	Student Data Security Breach
	Biometric Data
	Select Student Surveys
<b>IDCE</b> .....	College Classes (See JBE and JQ)
	Concurrent Enrollment
<b>IDFA</b> .....	Athletics
<b>IE</b> .....	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-enrollment
<b>IEB</b> .....	Charter Schools
<b>IF</b> .....	Textbooks, Instructional Materials & Media Centers (See IKD and KN)
	Selection Criteria: Textbooks and Instructional Materials
	Selection Criteria: Media Center Materials
	Collection Development
	Challenges of Materials
	Review Committee
	The Review Committee Shall:
	Removing Challenged Materials
	Form, Request for Review of Textbook, etc
<b>IFBH</b> .....	Outside Speakers (See IKB)
<b>IFC</b> .....	Community Resources (See KFD)

<b>IFCB</b> .....	Field Trips
	USD Approved Field Trips
	Non-Sanctioned Field Trips
	Form, Consent to Participate in Field trip, etc.
<b>IHA</b> .....	Grading System
<b>IHB</b> .....	Homework
<b>IHEA</b> .....	Make-Up Opportunities (See JBD and JDD)
<b>IHF</b> .....	Graduation Requirements (See JFCA)
<b>II</b> .....	Educational Testing Programs (See BCBK, BE, CN, CYA, IDAE, IJ and KBA)
	Test Integrity
	Reporting Test Results
	Testing Integrity: Staff Handbook Language
<b>IIA</b> .....	Performance-Based Credits
<b>IIBG</b> .....	Computer Use (See ECH, JCDA and KBA)
	Use of District Computers/Privacy Rights
	Copyright
	Installation
	Hardware
	Audits
	E-mail Privacy Rights
	Ownership of Employee Computer Materials
	Lost, Stolen or Damaged Computers and/or Equipment
<b>IIBGA</b> .....	Children’s Internet Protection Act
	Form, Children’s Internet Protection Act Plan
<b>IIBGB</b> .....	On-Line Learning Opportunities
	Application
	Guideline
	Other Regulations or Guidelines
<b>IJ</b> .....	Evaluation of Instructional Program (See IC, ICAA, ID, II and MK)
<b>IKA</b> .....	Financial Literacy (see ID)
<b>IKB</b> .....	Controversial Issues (See GBU, IA and IFBH)

<b>IKCA</b> .....	Human Sexuality and AIDS Education
	Opt-Out Procedure and Form
	Opt-Out Form
	Annual Request Required
	Notice of Availability
	Form, Parent/Guardian Opt Out Form
<b>IKD</b> .....	Religion in Curricular or School Sponsored Activities
	(See AEA, IF, IKDA and KN)
	Teaching About Religion
	Religion in the Curriculum and School Activities
	Religious Symbols in the Classroom
	Religious Holidays
	Graduation and Other Ceremonies
<b>IKDA</b> .....	Religious Objections to Activities (IKD)
	Form, Opt-Out Activity Participation
<b>IKE</b> .....	Assemblies
<b>IKI</b> .....	Lesson Plans
<b>ING</b> .....	Animals and Plants in the School

**IA Philosophy** (See GBU and IKB)

**IA**

(District Mission Statement could be placed here.)

Both academic and non-academic programs comprise the educational program. The educational program shall be performance-oriented and research-based.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the educational program's objectives.

Approved: KASB Recommendation – 6/04; 4/07

**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 shall 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 the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

. Each council shall report to the board at least one time a year.

Approved: KASB Recommendation—7/96; 6/04; 4/07; 6/10

## **DUTIES OF OFFICERS**

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the principal in planning and directing the council's activities.

The chair, in consultation with the principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least \_\_\_\_\_ days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

- Keeping an account of the proceedings and transactions of all council meetings;
- Providing a copy of the minutes to the council members and the clerk of the board within \_\_\_\_\_ days of each meeting;
- Preparing any official correspondence the chair may request;
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report and the current council guidelines; and
- Maintaining a list of council members with current contact information, including e-mail addresses.

## **MEETINGS**

The council shall meet (monthly, or locally determined frequency) in the (location) on the (determined dates). Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called in (determine date).

\_\_\_\_\_ council members shall constitute a quorum. (A quorum must be present to conduct business.)

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than \_\_\_\_\_ days before the meeting date.

## **REPORTS**

The council shall report to the board \_\_\_\_\_ times a year. Reports shall be written and filed with the clerk of the board. The board may invite some or all of the members to discuss the reports. After the board accepts each report, copies shall be shared with the principal and staff.

## **LEGAL DUTIES**

The council shall report to the Kansas State Board of Education if required.

## **TRAINING**

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board.

## **AMENDMENTS**

Site councils shall comply with all applicable conditions of the *Kansas Open Meetings Act* and the *Kansas Open Records Act*.

**IC**     **Educational Program**

**IC**

The educational program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. Specifics of the educational program will be clearly described and kept available for public inspection.

**Curriculum Handbooks**

Curriculum handbooks shall contain an outline of each course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become by reference a part of these policies.

**Educational Goals and Objectives**

District educational goals and curriculum objectives shall be on file in the district office and available for inspection upon request. (See CN)

**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: KASB Recommendation – 6/04; 04/07



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

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, administrators, or guardians before the survey is administered.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/10

**ICAA Teaching Methods** (See 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. The teaching staff is required to keep abreast of current research-based teaching methods.

Approved: KASB Recommendation – 6/04; 4/07

**ID** **Instructional Program** (See BBG, CJ, CL, IDA 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. It 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 shall 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: KASB Recommendation – 6/04; 4/07

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

**IDA**

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.

Curriculum Handbooks

Curriculum handbooks shall contain an outline of each basic course and the learning objectives to be mastered. Each handbook, when approved by the board, 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.

Other Educational Programs

Other educational programs provided by the district shall be in one of the following categories:

Special Programs, Support Programs and Exceptional Programs.

Approved: 6/04; 4/07

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

**IDAA**

In addition to the educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following board review and approval.

Partnerships/Work-Study Program

The board may approve partnership/work-study programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

A periodic review of the partnership's goals and objectives shall be conducted.

Approved: KASB Recommendation – 6/04; 4/07

**IDAB**    **Support Programs** (See IC, IDA and LDD)

**IDAB**

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

**Drug Education**

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

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.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

**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 programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: in accordance with student handbooks.

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 of 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

The Superintendent or principal, the student's Individualized Education Program (IEP) team or a section 504 team recommend 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: 6/04; 4/07; 6/10

**IDAC**    **Exceptional Programs** (See IC and IDA)

**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: 4/07; 6/10



**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 education 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: 12/18

## IDAD-Regulation-Title I Programs

**NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.**

### Regulation – Title I

#### Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
  - State academic content and achievement standards;
  - How to monitor their child's progress; and
  - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
  - Allowing parents reasonable access to staff who work with their children.
  - Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
  - Promoting activities, which emphasize the importance of parent-school communication.

#### Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

### Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

### Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Approved: KASB Recommended Regulation – 7/03; 1/04



Proposed changes (if any) made to policy IDAD

Administrators and other school employees present:

Name	Title/Position	Building

Copies to: Clerk of the Board; Superintendent of Schools; School Principal  
 Approved by Board of Education as Policy/Regulation: \_\_\_\_\_ date

**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; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

**Annual Parent Meeting**

The board 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: KASB Recommendation – 6/00; 7/03; 6/04; 4/07

# **Protection of Pupil Rights Amendment: Regulation**

**USD 487**

**NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.**

## **Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Written Permission Required**

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.



### **Physical Examinations**

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

### **Parental Rights: Marketing Information**

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

### **Release of Information – FERPA Rights**

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB )

Approved: KASB Recommended Regulation – 7/03; 1/04

To save time in case of an audit, file a copy of the minutes with critical policies required by law.

**IDAE**    **Student Privacy Policy**

**IDAE**

(See BCBK, ICA, ICAA, II and JR et seq.)

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 service, class ring services, yearbook publishing service, memorabilia service 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 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 statewide student longitudinal data system, each affected student or parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes of 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:

- provisions 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: 03/17

**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: KASB Recommendation – 6/04; 6/05; 6/06; 4/07; 6/08



**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: KASB Recommendation – 8/98; 7/02; 6/04; 4/07

**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: KASB Recommendation – 6/04; 4/07

**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: KASB Recommendation – 6/04; 4/07

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

**IF**

All textbooks, instructional materials 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 meet 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 meet 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: KASB Recommendation – 6/04; 4/07

(Retype and file with clerk.)

USD 487  
REQUEST FOR REVIEW OF A TEXTBOOK,  
INSTRUCTIONAL MATERIAL,  
OR  
MEDIA CENTER MATERIAL

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ self; or if a group:

Name \_\_\_\_\_ of \_\_\_\_\_ group

The material I object to is a: film \_\_\_ recording \_\_\_ magazine \_\_\_ pamphlet \_\_\_ textbook  
\_\_\_\_\_  
other \_\_\_\_\_.

Book \_\_\_\_\_ or \_\_\_\_\_ other \_\_\_\_\_ material

Author \_\_\_\_\_ (if \_\_\_\_\_ known)

Publisher \_\_\_\_\_ (if \_\_\_\_\_ known)

1. Are you familiar with the district policy, procedure and philosophy regarding selection of text books, instructional materials and media center materials? \_\_\_ Y \_\_\_ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

\_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of using this material?

\_\_\_\_\_



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4. Did you read or view all this material? \_\_\_\_\_ If no, how were the parts selected for reading or viewing?

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5. What do you believe is the theme of this material?

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6. What would you recommend the school do with this material?

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7. In its place, what material of equal educational quality would you recommend?

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8. Additional comments:

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Administrator

Signature of complainant

Date received: \_\_\_\_\_

**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 informed of this policy and any rules when they are invited to make a presentation.

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: KASB Recommendation – 6/04; 4/07

**IFC**    **Community Resources** (See KFD)

**IFC**

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

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

Approved: KASB Recommendation – 6/04; 4/07

**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.

Non-sanctioned Field Trips(continued)

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or the employee's work day.

Approved: KASB Recommendation – 6/05; 4/07; 6/10

**NOTE: This form must be signed and returned to the school by \_\_\_\_\_(date)  
if the student named below is to participate in the field trip or activity.**

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**Consent to Participate in Field Trip or Other Activity and Consent for Treatment**

I, \_\_\_\_\_, the parent and legal guardian of

\_\_\_\_\_

give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_

\_\_\_\_\_

on \_\_\_\_\_ date. I further give my legal consent and authorize any representative of \_\_\_\_\_ School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that \_\_\_\_\_ School is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that

treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

Work	phone	number
<hr/>		
Home	phone	number
<hr/>		
Health insurance provider name		

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Parent or Legal Guardian Date

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Parent or Legal Guardian Date



**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: KASB Recommendation – 6/04; 4/07

**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: KASB Recommendation – 6/04; 4/07

**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: KASB Recommendation – 6/04; 4/07

**IHF Graduation Requirements (See JFCA)**

**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulation.

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 14<sup>th</sup> 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 01/16

Approved: KASB Recommendation 9/97; 6/04; 4/07

## **II Educational Testing Program**

**II**

(See BCBK, BE, CN, CYA, 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.

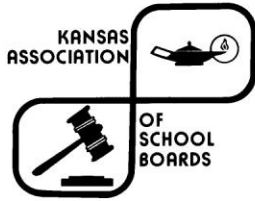
### Test Integrity

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: KASB Recommendation – 6/04; 10/04; 6/06; 4/07



**Edit to fit local needs and remove from policy book.**

## **Testing Integrity: Staff handbook language**

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In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Approved by board of education: \_\_/\_\_/200\_\_

## **IIA Performance-Based Credits**

**IIA**

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. 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.

**IIA Performance-Based Credits**

**IIA-2**

Credit for such classes shall be awarded only on a pass/fail basis. 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: KASB Recommendation – 7/02; 6/04; 4/07



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. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations 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 district office.

Installation

No software, including freeware or 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 computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members possession.

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

## **Computer and Device Acceptable Use: Staff Handbook**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems, computers or electronic devices. E-mail messages shall be used to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers or computer systems or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

## **Computer and Device Acceptable Use: Student Handbook**

Students shall have no expectation of privacy when using district e-mail or computer systems or electronic devices. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system or on any individual computer or on any electronic device. Students who violate these rules, or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: KASB Recommendation – 1/04; 6/08; 9/12

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

Such plan shall include measure 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 minor 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 18 years of age or under. The board charges the superintendent to develop the CIPA implanting plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

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

Approved: KASB Recommendation – 7/01; 6/04; 4/07; 9/12

## KASB RECOMMENDATION

### Children's Internet Protection Act (CIPA) Safety Plan

[Revise and edit as necessary to fit USD goals and include in Handbook]

#### **Goals:**

It is the policy of USD 487 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

## **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1. Students shall report suspected violation of this policy to any classroom teacher.
2. Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

## **Disciplinary Measures**

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.

## **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD487 at a public meeting, following normal public notice and a hearing, September 17, 2012.

Approved: KASB Recommendation – 6/12; 9/12

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**If requesting discounts for internal connections and basic maintenance for internal connections, the following items need addressed as part of a technology plan. This plan should be approved by the board and filed in the district office. There would be no need to publish it is handbooks.**

**{THE CHILDREN’S INTERNET PROTECTION ACT TECHNOLOGY PLAN}**

The district’s technology plan must be designed with input from district staff who have an understanding of the district’s technology level and available resources. The elements of such plan shall include the following:

1. Clear Statement of Goals and a Realistic Strategy for Using Telecommunications and Information Technology to Improve Educational or Library Services:
2. Professional Development Strategy to Ensure Staff Understands How to Use These New Technologies to Improve Education or Library Services;
3. Assessment of the Telecommunication Services, Hardware, Software, and other Services that will be Needed to Improve Education or Library Services; and
4. Evaluation Process that Enables the School or Library to Monitor Progress Toward the Specified Goals and Make Mid-Course Corrections in Response to New Developments and Opportunities as They Arise.

\*\*\*This Children’s Internet Protection Act Technology Plan must be adopted by the Board of USD 487 at a public meeting, following normal public notice and a hearing. Documentation of such adoption including the date thereof (Month, Day, Year) must be included in the plan language.

Approved: KASB Recommendation – 6/12; 9/12



FOR USD REFERENCE ONLY.....

**FCC Releases Provisions for Complying with  
“Protecting Children in the 21<sup>st</sup> Century” CIPA Rules**

In mid-August, the Federal Communications Commission (FCC) released its long awaited Order to implement the Children’s Internet Protection Act (CIPA) Amendments passed by Congress in 2008. The 2008 law, entitled “protecting Children in the 21<sup>st</sup> Century Act”, contained a provision requiring schools’ Internet Safety Policies to include”....educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.” Essentially this means that schools are required to teach online safety to students as a prerequisite to receiving E-rate funding for Internet access or Priority 2 funding.

Below is an FAQ that contains details on the new FCC rules. The full Order is available at:

[http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-11-125A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-11-125A1.pdf)

1) When do the requirements become effective?

--The new requirement becomes effective for E-rate Funding Year 2012 which begins July 1, 2012. This means you should have your Internet Safety Policy updated before this date and be prepared to implement your online behavior/cyber-bullying curriculum for the beginning of the 2012 school year.

2) Are schools required to hold a new public hearing to amend their Internet Safety Policy?

--No. Applicants that have existing and properly adopted (ie.Board approved) Internet Safety Policies will not be required to hold a new public hearing to amend their policies to comply with the new rules. Applicants that are new to the E-rate program and have never held a public hearing or adopted their Internet Safety Policy remain bound by the public notice and public hearing requirements.

3) What must be included in the Internet Safety Policy?

--Schools’ Internet Safety Policies must include monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Although the ISP must provide for the development and use of educational materials related to appropriate online behavior/cyber-bullying, the policy itself does not have to include the actual materials. If the curriculum and materials are not included, they must be documented elsewhere.

4) What must be included in the online behavior/cyber-bullying curriculum and with what frequency must the material be taught?

--The FCC decided it is entirely up to the local school board to decide how to implement the new online behavior/cyber-bullying curriculum. Further, the Commission did not offer any formal definition of cyber-bullying or social networking. In an effort to clear-up a common misconception, the FCC specifically noted that Facebook or MySpace are not required to be blocked under FCC rules.

5) How long must schools keep a copy of their Internet Safety Policy?

--Schools must retain their Internet Safety Policy documentation for at least five years after the last date of service for a particular funding year. For example, if a school held a public hearing and adopted its Internet Safety Policy in 2001 and relied on that same policy to make its Form 486 CIPA certification in FY 2011, the school must retain its Internet safety policy documentation (from 2001) for five years after the last day of service for FY 2011, which would be until June 30, 2016. If you don't have this documentation, you should issue a new public notice, hold a new public hearing, and adopt your current Internet Safety Policy to become compliant.

6) Are schools required to send Universal Service Administrative Company (USAC) or the FCC a copy of their Internet Safety Policy?

--No. But schools must provide the FCC or USAC with a copy of their Policy upon request.

7) Did the FCC clarify the filtering rules pertaining to portable devices?

--The FCC stated they intend to request public comment in a future proceeding to consider whether CIPA/filtering applies to portable devices owned by students/staff/library patron-owned (such as laptops and cellular phones) when those devices are used in a school or library to obtain E-rate funded Internet access.

8) Do the new online behavior/cyber-bullying requirements pertain to libraries?

--No. The new rules are only applicable to schools.

Application

Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the administrator's decision in writing no later than {June 1}.

Students may not enroll in an on-line course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student.

Guidelines

The following guidelines shall be used by the administration:

1. Only {board/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 on-line 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 on-line 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: KASB Recommendation – 7/02; 6/04; 4/07; 9/12

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

**IJ**

The superintendent may develop guidelines to evaluate a portion of the instructional program. This evaluation shall 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 shall include the committee's recommendations for improvement, modification or elimination of any part of the instructional program. The superintendent shall submit a report from any evaluation of the instructional program to the board.

Approved: KASB Recommendation – 6/04; 4/07; 9/12

**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 01/16

**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: KASB Recommendation – 6/04; 4/07

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 {clerk of the board/principal}, completing and signing the form and returning the form to the {superintendent/principal}. The signed form will be kept on file in the {clerk of the board's/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 \_\_\_\_\_.

(Examples: newsletters, distribution at enrollment, etc.)

Approved: KASB Recommendation – 6/04; 6/06; 4/07



**NOTE: Remove from book and file with the clerk/principals.**

HUMAN SEXUALITY  
AND  
AIDS EDUCATION

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that my child be removed from those  
portions of the Human Sexuality/AIDS instruction noted below:

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I have had the opportunity to review the curriculum goals and objectives or  
have had the opportunity to have them explained to me by a school official.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

**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: KASB Recommendation – 6/04; 4/07

**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 clerk 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.

**IKDA Religious Objections to Activities**

**IKDA-2**

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

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: KASB Recommendation – 6/04; 4/07

Sample Only: Retype, remove from policy book and file with the clerk.

ACTIVITY PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child,  
\_\_\_\_\_, be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

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Identify where in the curriculum the activity exists. (Please identify the grade level, class, building.)

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For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates.)

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I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

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Parent/Guardian Signature

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Administrator Signature  
Date Received \_\_\_\_\_

**IKE Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved: KASB Recommendation – 6/04; 4/07

**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: 4/07



**ING Animals and Plants in the School**

**ING**

With the 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.

Approved: KASB Recommendation – 6/04; 4/07