Instructional

Section I

USD 265 Goddard Public Schools
Board of Education Policy

Please note, this online copy of the Board of Education policies is for reference only. Please contact the district office for any recent changes that may not be reflected in the online version. Official hard copies are available for review at the USD 265 Administration Center, 201. S Main St, Goddard, KS 67052.
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All students shall have an equal opportunity to pursue and acquire knowledge and to master the district’s curriculum objectives. The district’s program shall emphasize student mastery of state standards and higher order thinking skills.

Student cooperation and development of skills that promote good citizenship are considered essential for a comprehensive educational program and must be reflected in all district curriculum guides and programs.

Curriculum development must reflect school and district needs and priorities. Program and curricular decisions should include relevant research and data. Data on student achievement will be documented and provide primary rationale for such decisions.

Input from parents, patrons and community institutions will be invited before major changes are adopted in programs, requirements or student scheduling.

Approved: 01/2016

IB  School Site Councils (See KA)

Site Councils

A site council shall be established in each building in the district. 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 which may be employed at the school site to meet these goals and objectives.

The membership of each council shall include, at a minimum, the building principal, representatives of the teaching staff and/or school personnel, parents
of pupils attending the school, and community leaders. A member of the board is also assigned to each site council.

The principal in each building may be asked to submit to the superintendent the names of individuals for the council.

Each council shall study the school’s internal and external environment, including, but not limited to:

- Student learning outcomes using state, national and local test results;
- Student behavior patterns;
- Effective instructional practices used in the schools;
- School climate and student attitude towards instruction;
- Parent and community involvement and attitudes; 3
- Staff development programs and their relationship to student learning.

Working with other education groups, each council may help develop and evaluate school improvement plans which contain the following components:

- A plan for school improvement;
- Improvement plan outcomes based on school profile data;
- Evaluation methods to determine progress towards outcomes;
- Methods to report progress to the board, the public and the state board as required;
- A monitoring system which meets state board requirements for an audit.

Each site council shall establish when, where, and how many meetings are to be held.

The principal may submit an annual written report to the superintendent summarizing site council activities.

Approved: 01/2016
IC **Educational Program** (See ID, IDAA, IDAB, IDAC and IJ)

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: 07/20

ICA **Pilot Projects** (See IDAE)

The use of pilot projects is encouraged by the board before any new instructional technique is implemented on a district-wide basis.
ICA  **Pilot Projects** *(See IDAE)*

For the purpose of this policy, 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’ manual, and supplementary instructional material which will be used in connection with a pilot research project shall be available for inspection by parents/guardians of the students engaged in the program or project.

The superintendent or designee will develop an evaluation process to be used in any pilot or research project. The process shall include, but shall not be limited to, the following areas: type and form of data to be gathered; personnel to be used in the project; anticipated costs of the project; anticipated input in terms of hardware and software; anticipated outcomes in terms of student productivity, student achievement, teacher utilization and productivity, building use, noncertified staff use; and assessments to be administered, if any.

Any instrument designed to survey students by an outside agency or individual, shall be preapproved by the superintendent or designee and made available for inspection by parents /guardians before the survey is administered.

**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: 01/2016*
Instructional Program (See BBG, CJ, CL, IC and IJ)

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.

Curriculum Development

It shall be the policy of the district for certified staff to cooperatively develop a comprehensive K-12 curriculum which is based on valid educational research, state or national curriculum standards and student needs.

The superintendent or designee representative shall have the responsibility to organize the certified staff in appropriate committees to plan, study, modify, change or develop a district-wide curriculum.

Every proposal for new courses will be reviewed by school administration utilizing the following criteria:

1. Is there a student need?
2. Need added facilities?
3. Impact on other areas.
4. Cost of operation.
5. Start-up cost.
ID Instructional Program (See BBG, CJ, CL, IC and IJ)  

6. Need for additional funds as program develops  
7. Cost of personnel.  
8. Availability of staff.  
10. School time.  
12. Any other items from the group that need to be considered.  

Certified personnel shall submit plans for changes in the curriculum to the appropriate curriculum committee for study. Following administrative review, recommendations for new courses and for course elimination will require board approval. Course description changes may be made administratively.  

Approved: 01/2016  

IDAA Special Programs (See IC and JJ)  

In addition to the basic educational program, the district shall provide programs to meet special needs. These programs will be based on state and national guidelines and adopted for student needs.  

The board may approve vocational partnerships 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.  

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff
member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership’s goals and objectives, scheduling meeting times, deciding appropriate activities, and identifying available resources to help meet the partnership’s goals and objectives subject to board approval.

An annual review of the partnership’s goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community. Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent or designee shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved: 01/2016

In addition to the basic programs approved by the board, the district shall provide support programs as follows:

1. 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 solely on the basis of seeking assistance.

2. Student Mental Health: Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district. Counselors and social workers will assist with providing support.

3. Dropout Prevention: Each school will establish a multi-tiered intervention plan (MTSS) to reduce dropouts and plan interventions to assist students identified “at risk.” The MTSS plan will be integrated as a part of the school improvement plan for state accreditation.

4. 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 family physician recommends homebound instruction in writing. The principal may also initiate a request for homebound instruction in special situations. The principal shall be responsible for obtaining a teacher for the student.

Approved: 01/2016
IDAC  **Exceptional Programs** (See IC)  

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: 01/2016**

IDACA  **Special Education Services**  

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. 72-962) 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.
**IDACA Special Education Services**

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

Approved: 01/2016

**IDACB Section 504 Accommodations for Students**

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: 01/2016

**IDAD Title I Programs**

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.

**Title I Parent Involvement Policy**

It is the belief of the Goddard Public Schools that cooperation and mutual understanding between teachers, parents, and the child is needed to promote success in education. Therefore, the district will:

a. Involve parents in the joint development of the Title I instructional plan at each school providing Title I services. Parents will also be provided an opportunity for input in program evaluation and to suggest improvement.

b. Provide coordination, technical assistance, and other support necessary to assist participating schools in the parent involvement process through the utilization of available resources such as parent involvement handbooks, workbooks, etc. as guides in formulating the written policies and planning a home-school parental involvement program.

c. Will build school and parent capacity by:
   1. providing in-service programs and/or written information focusing on understanding state standards, district and school assessments, and how to monitor a child’s progress;
   2. providing materials and training to schools to help parents work with their children;
3. educating school personnel to better communicate and assist parents;

4. ensuring information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and language the parents will understand;

5. providing reasonable budgetary support for parent involvement activities

6. Informing parents and parent organization through school and district newsletters of the Kansas Parent Information and Resource Center (KPIRC) located at http://www.kpirc.org/resources/for/parents
d. Teachers and specialists from all Title and special state programs will meet and plan methods to integrate parent involvement activities and strategies whenever possible.

e. As a part of parent involvement, parents will be asked to evaluate if the parent involvement policy is effective and how it can be improved.

f. Staff and parents will be asked to identify barriers to parent participation. Specific barriers should be identified for the economically disadvantaged, the disabled, parents who have limited English proficiency, low literacy, or are of a racial or ethnic minority background.

g. Schools will be asked to identify strategies to improve parent involvement and to revise the parent involvement policy and procedures as necessary
Title I Programs

h. Schools will conduct parent involvement activities to achieve the above goals of this policy. Each school shall plan the Title instructional program and parent activities as outlined above and submit in writing to Academic Affairs. The plan will include the parent/school compact as required by federal guidelines.

i. A joint Title meeting, to include private schools will be held periodically to evaluate program and policy.

j. Provide other reasonable support as parent request through surveys, telephone contacts and parent conferences.

k. Parents have the right to request information about the qualifications of their children’s teachers and of any paraprofessionals who instruct them.

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: 01/2016

Student Privacy Policy

(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 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.
Student Privacy Policy

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

Approved: 01/2016, 8/16

College Classes (See JBE and JQ)

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: 01/2016

Athletics

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.
IDFA  Athletics

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: 01/2016

IE  Instructional Arrangements

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: 01/2016

IEB  Charter Schools

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

Approved: 01/2016

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

All textbooks 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 or designee 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 or designee 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.
IF Textbooks, Instructional Materials and Media Centers

Removing Challenged Materials

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

Approved: 01/2016

IFBH Outside Speakers (See IKB)

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

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: 01/2016

IFC Community Resources (See KFD)

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

Approved: 01/2016

IFCB Field Trips

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.

Approved: 01/2016

Grading System

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: 01/2016
Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: 01/2016

Make-Up Opportunities (See JBD and JDD)

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: 01/2016

Graduation Requirements (See JFCA)

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 25 academic credits of a type meeting state and district requirements.

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: 01/2016

II Educational Testing Program
(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
II Educational Testing Program

students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

As required state test results shall be disaggregated and reported.

Approved: 01/2016

IIA Performance-Based Credits

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
IIA  Performance-Based Credits

the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

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: 01/2016

IIBF  Acceptable Use Guidelines  (See IIBG, IIBGA, IIBGC)

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.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

• All use of the Internet will be in support of educational activities.

• Users will report misuse and breaches of network security.

• Users shall not access, delete, copy, modify, nor forge other users’ e-mails, files, or data.
• Users shall not use other users’ passwords nor disclose their password to others.

• Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as “hacking,” internally or externally to the district.

• Users shall not disclose confidential information about themselves or others.

• User shall not utilize unlicensed software.

• Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

• Students shall not disable or attempt to disable Internet filtering software.

**Prohibitions**

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

• Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.

• Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.

• Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
• Utilization of the network to disseminate non-work-related material.

• Utilization of the network as a means for advertising or solicitation.

**Monitoring**

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

**Internet Safety**

In compliance with the Children’s Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.
Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

Approved: 01/2016

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 district 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
IIBG  Computer and Device Use  IIBG-3

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: 01/2016

IIBGA  Children’s Internet Protection Act  IIBGA

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 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: 01/2016

Online Learning Opportunities

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 by the established annual deadline. The student and the student's parents shall be informed of the administrator's decision.

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 on-line course will be allowed only if an appropriately qualified 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: 01/2016

Employees are encouraged to use district electronic mail and other district technology resources 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 request prior permission from the superintendent or the superintendent’s designee.

2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. Superintendent approval shall be required prior to the expenditure of district funds for such purpose.

3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.

4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become “friends” of the site.
prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.

5. Once the site has been created, the sponsoring staff member is responsible for the following:
   a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
   b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are 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: 01/2016
IJK Evaluation of Instructional Program
(See IC, ICAA, ID, and II)

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: 07/2020

IKA Financial Literacy (See ID)

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices.

Approved: 01/2016

IKB Controversial Issues (See GBU, IA and IFBH)

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: 01/2016
**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 (Examples could include: newsletters, distribution at enrollment, etc.)

**Approved: 01/2016**
Religion in Curricular or School Sponsored Activities

(See AEA, IF, IKDA and KN)

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,
Religion in Curricular or School Sponsored Activities

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: 01/2016

Animals and Plants in the School

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.

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: 08/2018