

## TABLE OF CONTENTS (TC) I--INSTRUCTIONAL PROGRAM

IA	Philosophy - Mission Statement Goals and Objectives
IAA	Academic Freedom
IB	School Site Councils
IC	Curriculum Development - KSA 72-8205; 72-8212 Modifications Resources Personnel Financial Evaluation Curriculum Adoption & Modification- KSA 72-8205
ICA	Pilot Projects Planning Research Pilot Project Evaluation (See IJ)
ICAA	Teaching Methods
*ICFA	Curriculum Guides and Course Outlines
*ID	Curriculum Design
IDA	Educational Program - KSA 72-8205; KSA 72-8212 Partnerships Curriculum Handbooks Educational Goals and Objectives Other Educational Programs (See IDAA, IDAB and IDAC)
IDAA	Special Programs Work-Study Programs <u>SN Includes the programs designed to meet the individual needs of students.</u>
IDAB	Support Programs <u>SN Includes the range of programs designed to support students' needs.</u> Drug Education - KSA 65-2892a Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction Exceptional Programs
IDAC	Title I Program
IDAD	Student Privacy
IDAE	Extended Program (See AEB)
*IDC	Summer Program Evening Program School Camp Program Travel Study Program
IDCE	College Classes (Dual Credit)
*IDCG	Suicide Awareness and Prevention
*IDDB	Remedial and Therapeutic
*IDDD	Gifted Students
*IDDE	Driver Training

*IDDF	Physically Handicapped (See JQA)
*IDDG	Mentally Handicapped
*IDDH	Perceptually Handicapped
*IDDI	Emotionally Disturbed
IDFA	Athletics - KSA 72-130 <u>et seq.</u> ; See KSHSAA By-Laws
*IDG	Adult Education program
IE	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-enrollment
*IEA	Organization for Instructions
	Self-Contained Classrooms - KSA 10-1113; 79-3606
	Nongraded Schools
	Departmentalization
	Team Teaching
	Differentiated Staffing
IEB	Charter Schools
*IEH	Independent Study
IF	Textbooks, Instructional Materials & Media Centers - KSA 72-8205; 72-8212
	Textbook Selection and Adoption; 10-1113; 79-3606; 72-5389
	Media Center Materials Selection Criteria
	Challenges to textbooks, instructional materials & media materials
	Textbook Rental - KSA 72-5390; 72-4107
	Use of Textbooks; 72-4107 <u>et seq.</u>
*IFAB	Supplementary Materials Selection and Adoption - KSA 72-8205; 72-8212; 72-5389
*IFAC	Equipment and Supplies Selection and Adoption - KSA 72-8205; 72-8212
*IFBC	Staff Libraries
*IFBD	School Libraries
*IFBE	Instructional Television
	Closed-Circuit Television
	Educational Television
IFBH	Outside Speakers
IFC	Community Resources
	School Volunteers (See KFD)
*IFCA	Community Resource Guides (See IFC)
IFCB	Field Trips
*IH	Academic Achievement (See JF)
IHA	Grading Systems
*IHAA	Final Examinations
*IHAB	Report Cards (See JF)
IHB	Homework
*IHC	Class Rankings (See JR <u>et seq.</u> )
*IHD	Honor Rolls (See JR <u>et seq.</u> )
*IHE	Promotion and Retention (See JFB)
IHEA	Make-Up Opportunities (See JBD, JDD)
*IHEB	Acceleration
IHF	Graduation Requirements (See JFC) - KSA 72-8205; KSA 72-1101, 72-1103
*IHWA	Weighted Grade Point Average
II	Testing Programs
	Teacher Tests

	Group Achievement Tests
	State Required Tests
*IIA	Test Out Program (Credit by Examination)
IIBG	Computer Materials
IJ	Evaluation of Instructional Program (See MK, II)
IKB	Controversial Issues
	Teaching About Religion (See IKD)
IKCA	Human Sexuality and AIDS Education
IKD	Religion in the Schools
	Teaching About Religion
	Religion in the Curriculum
	Use of religious symbols
	Holidays - KSA 72-5308 (See AEA)
	Graduation and Ceremonies
	Silent Meditation - KSA 72-5308a
IKDA	Opt-out for Religious Reasons
IKE	Assemblies
*IKF	School Book Stores
*IKG	Book and Science Fairs
IKI	Lesson Plans
*IKJ	Flag Displays - KSA 73-701 <u>et seq.</u> ; 72-5308
ING	Animals and Plants in the School - KSA 21-4310
*IOA	Uniforms, Purchase of

**IA            Philosophy**

**IA**

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions and community programs.

Approved:

**IAA      Academic Freedom**

**IAA**

**Academic Freedom**

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved:

**IB      School Site Councils**

**IB**

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, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Approved: KASB Recommendation–7/96

**IB-R      School Site Councils**

**IB-R**

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 site council shall establish meeting schedules which shall be subject to board approval. Each council shall report to the board at least one time a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed

**IB-R      School Site Councils**

**IB-R-2**

by the board of education before submission to the state.

Approved: KASB Recommendation–7/96

**IC            Curriculum Development (See IDA)**

**IC**

The certified staff shall cooperatively develop an integrated, comprehensive outcomes-oriented K-12 curriculum based on valid educational research and current State Board of Education requirements, and which includes goals and learning objectives for review and consideration by the board. When approved by the board of education the district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. The curriculum director shall develop a schedule for periodic curriculum review on a subject-by-subject basis.

**Modification**

All additions, deletions or major alterations of a course of study shall be approved by the board.

**Personnel**

Outside resource and district personnel may be used in curriculum development.  
(See BBG)

**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 utilize available material and community resources to assist in developing the instructional curriculum and extending beyond the traditional classroom setting.

**IC            Curriculum Development (See IDA)**

**IC-2**

**Evaluation (See IJ)**

Approved:

**ICA            Pilot Projects**

**ICA**

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

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' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or 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 or guardians before the survey is administered. (See IDAE)

**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. (See IJ; JR et seq.)

Approved: July 28, 2003

**ICAA            Teaching Methods (See ICA)**

**ICAA**

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is encouraged as a part of the district's school improvement efforts. With prior administrative

**ICAA     Teaching Methods (See ICA)**

**ICAA-2**

approval, experimentation with teaching methods is permitted.

Approved:

**IDA     Educational Program (See IC)**

**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. (See CN)

**Other Educational Programs**

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

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

Approved:

**IDAA     Special Programs**

**IDAA**

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

**Partnerships**

The board may approve partnership 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.

**Work-Study Programs**

The certified staff and administration may cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Approved:

**IDAA-R   Special Programs**

**IDAA-R**

**Partnerships**

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.

**IDAA-R Special Programs**

**IDAA-R-2**

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.

**Work-Study Programs**

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved:

**IDAC Exceptional Programs**

**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.

**List Other Appropriate Information Here**

Approved:

**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 programs; 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 year for the purpose of providing 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.

Note: The reader is encouraged to review policies and regulations for related information.

Approved: 9/22/03

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.
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**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.

Adopted/approved by board of education Date: 9/22/03

**Title I Parent Involvement: Policy Development Meetings**

**USD \_\_\_\_\_, \_\_\_\_\_ County KS**

Date of Meeting/s (fill out sheet for each meeting): \_\_\_\_\_

Parents Present (list names, address, phone, child's name):

Name	Address	Phone	Child's Name

Major Topics Discussed:


Proposed changes (if any) made to 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

**IDAE      Student Privacy Policy (See ICA)**

**IDAE**

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

*Note: The reader is encouraged to review policies and regulations for related information.*

Approved: July 28, 2003

## **Protection of Pupil Rights Amendment: Regulation USD \_ \_ \_**

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

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

**IDCE      College Classes**

**IDCE**

With parental permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to go to college.

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

Approved:

**IDFA      Athletics**

**IDFA**

Athletic practice for competition shall not be conducted during physical education classes or be counted for credit or as part of the school term.

Approved: KASB Recommendation – 8/98

**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:

**IEB            Charter Schools**

**IEB**

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

Approved:

**IF            Textbooks, Instructional Materials and Media Centers**

**IF**

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional goals and learning objectives. 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.

Textbook selection criteria shall be created by administration, with administration recommendations forwarded to the board for approval.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved:

**IF-R            Textbooks, Instructional Materials and Media Centers**

**IF-R**

**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.

**IF-R      Textbooks, Instructional Materials and Media Centers**

**IF-R-2**

- 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 instructional 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 (See IKD, KN)**

A parent or guardian of a student, or the student, if an adult or emancipated minor, who is directly affected by the material, shall have the right to register a complaint about instructional materials or media the complainant determines is controversial.

In the case of a complaint, the person receiving the complaint shall present the complainant with the request of reconsideration form, invite the complainant to file objections in writing and notify the building principal.

When the form has been completed and returned, the review committee composed of the building principal, media specialist, two related subject area instructors (selected by the principal), and the curriculum coordinator will be asked to evaluate the material in question. Challenged materials shall not be removed during the evaluation periods.

The following guidelines shall apply to the evaluation process:

- To examine and evaluate the material as a whole, not on the basis of passages pulled out of the context;
- To weigh strengths and weaknesses and form opinions based upon the appropriateness of material to the reading ability and maturity level of the student, the nature of its use in the educational program, relevance to the curriculum and educational goals of the school;
- To meet to discuss the material and prepare a written report containing conclusions and recommendations within thirty (30) days;
- To direct a written report to the board; and
- To send the complainant a copy of the written report.

If the parents are dissatisfied with the review committee decision, they may appeal, in writing, to the superintendent. The superintendent shall notify the par-

**IF-R      Textbooks, Instructional Materials and Media Centers**

**IF-R-4**

ents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the superintendent's decision, they may appeal, in writing to the Board of Education. The board may hear the appeal at its next regular board meeting.

Approved:

**USD 289  
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 textbooks, instructional materials and media center materials? \_\_\_\_\_ Y \_\_\_\_\_ N

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

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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 that would convey as valuable a picture and perspective?

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-----  
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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.

The board shall establish rules governing the selection and behavior of outside speakers.

Approved:

**IFBH-R      Outside Speakers**

**IFBH-R**

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

Speakers shall be informed of this policy and its rules when they are invited to make a presentation.

Language cannot be used that calls for students to be disruptive.

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

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

Approved:

**IFC      Community Resources**

**IFC**

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

School Volunteers (See KFD)

Approved:

**IFC-R Community Resources**

**IFC-R**

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

Approved:

**IFCB Field Trips**

**IFCB**

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

Approved:

**IFCB-R Field Trips**

**IFCB-R**

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), 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.

Approved:

**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.**

**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.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

**IHA      Grading System**

**IHA**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved:

**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:

**IHEA      Make-Up Opportunities (See JBD, 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:

**IHF      Graduation Requirements**

**IHF**

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

Approved: KASB Recommendation 9/97

**II      Educational Testing Program (See JR et seq.)**

**II**

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

Approved:

**II-R      Educational Testing Program (See JR et seq.)**

**II-R**

**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, the patrons and the State Board of Education.

Approved:

**IIBG      Computer Use (See GAA and JCDA)**

**IIBG**

District employees may make an archival or back-up copy of a software program that is legally owned. Only one copy of the program may be used: it is not permissible to use both original and back-up copies simultaneously.

District employees need to purchase either:

- a. one program for each computer used
- b. a site license that covers all of the computers that will be used for said program.

The ethical and practical problems caused by computer software piracy will be addressed in all computer instruction in the schools of the district.

Illegal copies of copyrighted programs will not be made or used on district equipment.

The following are prohibited uses: an individual may not:

1. make multiple back-up copies
2. make one copy for home and one for school
3. load one program into the memory of several computers to be used simultaneously
4. copy to avoid purchase.

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

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 installed on district equipment to verify legitimate use.

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 or computer systems is subject to monitoring by the administration.

**IIBG      Computer Use (See GAA and JCDA)**

**IIBG-3**

**Ownership of Employee/Student-Produced Computer Materials**

Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved:

**IIBG-R      Computer Materials**

**IIBG-R**

**Definition of the district network**

The district network is defined to mean all hardware, such as computers, peripheral input and out devices, system servers, and network and Internet communication equipment, software, such as operating systems, application programs, and programs for network and Internet communication.

**Care of the Equipment**

Do not have food or drinks around computer equipment. Do not mark on the equipment. Use care in moving and handling computer equipment. You are financially responsible for any equipment and/or property checked out to you by the Wellsville Schools. No personal diskettes will be allowed at the Wellsville Schools. If you need diskettes, the school will provide them.

**Be Polite on the district network and the Internet**

Do not use abusive or vulgar language in E-mail messages. Make your messages short and to the point. Do not tie up the district network by downloading large files or sending huge mailings.

**Respect the Privacy of Others**

Do not give out your passwords, and do not try to break the passwords of other users. All communications and information accessible via the network should be assumed to be private property and subject to copyright laws. Do not delete, modify, or tamper with another person's files or documents without permission. All programs, files, and documents accessible at the Wellsville Schools should be considered copyright protected. Do not copy any programs, files, or documents without permission.

**Use The District Network for Appropriate Educational Activities**

Do not use the district network or the Internet to access or disseminate confidential material or vulgar, illegal, or sexually explicit material. Note that the district network files and electronic mail (E-mail) are not private. The people who operate and manage the system have access to network files and mail. Messages or information relating to or in support of illegal activities may be reported.

**Ownership and Presumption of Privacy**

The district network is owned by USD 289, which has sole control over the use of said network. Users of the district network have no presumption of privacy. Be aware that when you are using the district network you are leaving behind an electronic trail of your activities, which can be traced. USD 289 reserves the right to monitor all aspects of the district network to assure compliance with the stated Technology Policies set forth in this document.

**Be Conservative**

If you are the last one using the equipment, turn it off. Doing a proper shut-down on computers and turning off printers when not in use will save power. Do not print more material than you need to. Use the screen to edit documents and only print final copies. Do not print a page of reference material when you only

**IIBG-R Computer Materials**

**IIBG-R-3**

need a paragraph.

Approved:

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

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Approved:

**IJ-R Evaluation of Instructional Program (See IC, ICA, II & MK) IJ-R**

The superintendent shall establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent shall 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 comprehensive report from the committees to the board.

Approved:

**IKB Controversial Issues (See IAA)**

**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:

**IKCA     Human Sexuality and AIDS Education**

**IKCA**

**Opt-Out Procedure and Form**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

Approved:

**IKCA-R     Human Sexuality and AIDS Education**

**IKCA-R**

**Opt-Out Procedure**

Following appropriate 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.

Any parent or guardian (or student over eighteen years of age) who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. This information may be provided to the parent or guardian upon request prior to the opening of school.

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of the district newsletter and the student handbook.

**Opt-Out Form**

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the appropriate 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 will receive a copy of the signed form so the named student can be excused from all or a portion of the Human Sexuality and AIDS classes. In addition, arrangements shall also be made for class reassignment of the student during the opt-out period.

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Approved:

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      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 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, 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 these rules, religious themes may be presented in the curriculum and as part of school activities.

**Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum.

**Religious Holidays** (See AEA)

Holidays which have a religious and a secular basis may be observed.

**Graduation and Other Ceremonies**

School ceremonies shall be secular in nature.

Approved:

**IKD-R      Religion in Curricular or School Sponsored Activities      IKD-R**

**Religion in the Curriculum and 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 relig-

## **IKD-R Religion in Curricular or School Sponsored Activities IKD-R-2**

ious 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**

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 (See AEA)**

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

### **Graduation and Other Ceremonies**

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved:

## **IKDA Religious Objections to Activities**

**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

**IKDA      Religious Objections to Activities**

**IKDA-2**

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.

Approved:

**IKDA-R      Religious Objections to Activities**

**IKDA-R**

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 building principal's office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the principal and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

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:

**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.

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

\_\_\_\_\_  
Administrator Signature

**IKE      Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved:

**IKE-R      Assemblies**

**IKE-R**

Each building principal shall develop a behavior code for students attending school assemblies.

Approved:

**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:

**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: