

BOARD POLICIES UNDER
SECTION I—INSTRUCTIONAL PROGRAM

IA Mission Statement

The mission of USD 267 is to prepare all students to be college and career ready for the 21st century.

Philosophy

All students shall have an equal opportunity to pursue and acquire knowledge and 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 interest of students. The curriculum shall be outcomes-oriented and the instructional program researched-based.

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

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.

IB School Site Councils

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

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

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IB School Site Councils *(Continued)*

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 that shall be subject to board approval. Each site council shall report to the board at least one time year.

IBBA Curricular Philosophy

The organization and establishment of curriculum in the school system shall be governed by the principle of "adaptation to individual, community and national needs."

The curricular structure shall be coordinated and integrated vertically and horizontally in such a way as to contribute to continuity in the instructional program from kindergarten through grade twelve. The board encourages the development of a program designed to explore, evaluate and to adapt new techniques for curricular improvement.

IBBB Relations With Institutions of Higher Learning

It is the policy of the board to cooperate with institutions of higher learning in projects and activities that are mutually beneficial and satisfying. All requests and arrangements for student teaching, observation and research studies shall be processed through the superintendent of schools.

IBBC Ideals

Renwick schools in their effort to promote and perpetuate the American way of life, accept the following ideals as basic to their educational platform.

1. Democratic Way of Life.

The school system shall stress and instill the democratic way of life in order to perpetuate the ideals and principles embodied in the Declaration of Independence and in the Constitution.

2. Purpose.

The American public school system was founded to maintain and promote the American way of life. Education must serve liberty, justice and equality of opportunity.

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IBBC Ideals (Continued)

3. Concern for the Individual

Education in the Renwick schools in addition to assisting in the perpetuation of our democratic society, must serve the individual in the light of his capacities and abilities by providing a suitable environment for the development of physical, mental, emotional, cultural, social, moral and spiritual maturity.

4. Knowledge and Understanding.

The schools in Unified School District 267 shall not only be concerned with knowledge of subject matter, but also concerned with an understanding of and an interest in children themselves – their growth, interests, needs and unique personalities.

5. Freedom to Learn.

The board should see that there is freedom to learn, with free access to information and free discussion with open avenues of communication.

6. Individual and General Welfare.

Renwick community schools place much emphasis on the supreme worth and dignity of the individual consistent with the general welfare and common good.

IBBD Responsibility for Education Leadership

The school system has some responsibility for educational leadership in the community. It is important that the school assist in the home and with other educational agencies through cooperative and supplementary measures.

IBBE Responsibilities to the Community

The responsibilities of the schools are threefold. The schools have (1) primary responsibility for some phases of education, (2) partial or shared responsibility for other phases of education and (3) some responsibility for educational leadership in the community.

IBBF Teaching Basic Skills

The primary responsibilities of the schools are to teach the basic skills in learning the mastery of content in the organized subject matter areas with the purpose of helping pupils to think creatively and in a responsible manner.

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IBBG Shared Responsibilities

The shared responsibilities of the school include the following:

1. Develop proper habits and attitudes of study and work.
2. Instill an appreciation of and a loyalty to American institutions.
3. Accept responsibility for individual and group action.
4. Develop an understanding of the rights and duties of American citizenship.
5. Teach effective use of leisure time through the pursuit of individual interests and hobbies.
6. Develop appreciation for creativity in the fine arts.
7. Provide an adequate program of individual and group guidance.
8. Develop and promote an appreciation of worthy home membership.
9. Develop and promote economic and social competency.

IBBH Role of the Teacher

1. The Teacher-Pupil Relationship.

The board accepts the principle that the relationship between the teacher and the pupil should be one of cooperation, understanding and mutual respect. As the facilitator of learning experiences within the classroom, the teacher is expected to exercise good interpersonal relationships with the pupils. The teacher has a responsibility to provide an atmosphere conducive to learning, to help to develop and open and inquiring mind and to motivate each pupil to perform at his capacity.

2. Teaching American Ideals and Values.

A primary responsibility of the school is to make clear to all pupils the nature and meaning of the democratic values we live by and to develop a deep and abiding loyalty to those values that result in personal commitments. Pupils should have a thorough understanding of our American heritage of individual liberty and the social, political and economic benefits derived from it. Pupils graduating from the school system should be conversant in other ideology, with emphasis on comparative goals and methods of achieving these goals.

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IBBH Role of the Teacher (Continued)

3. Freedom to Teach.

Only those who are free to learn can learn to be free. The freedom to learn is dependent upon the freedom to teach.

Academic freedom exists primarily for the benefit of society and not for misuse by an individual teacher. The abuse of academic freedom is a first step toward its abridgment.

Academic freedom cannot be maintained in the absence of public confidence. However, when the teacher pursues the truth in a reasonable and responsible manner to wherever it may lead, public confidence will be gained and maintained. Self-discipline in the search of truth is the keynote to academic freedom.

IBBI Religious Instruction

The elementary administrator shall endeavor to, upon written permission of the parent or guardian, release a pupil to leave the school premises to go to a religious house for religious instruction.

IBBJ Teaching About Religion

Teachers may teach *about religion*, religious literature and history, but are prohibited from teaching, 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 teach a particular religious doctrine or in any other way except as outlined above.

IBBK Prayer and Bible Reading in Renwick Schools

The June, 1963 decision of the United States Supreme Court in regard to the compulsory reading of The Bible and the recitation of a composed prayer in the public schools declared such practices to be unconstitutional. A government unit may not require the reading of The Bible and/or the recitation of the Lord's prayer in the public schools under its jurisdiction.

Kansas has no compulsory Bible reading law. Kansas Law states, "Sectarian doctrines shall not be taught or inculcated in any of the public schools of a city; but nothing in this section shall be construed to prohibit the reading of the Holy Scriptures, without note or comment."

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IBBK Prayer and Bible Reading in Renwick Schools (Continued)

A great and continuing purpose of education has been and still is the development of moral and spiritual values. By moral and spiritual values, we mean those values which, when applied in human behavior, exalt and refine life and bring it into accord with the standards of conduct that are approved in our democratic culture. In order to fulfill this purpose, society calls upon all its institutions.

IBBL Private Music Lessons

Permission shall not be granted to excuse pupils during the school day to attend private music lessons.

IBBM Non-School Sponsored Activities

Parents desiring that their children be excused from school for any reason shall make the usual request direct from the home to the school.

IBBN School Parties

Any school parties or projects must be approved first by the building administrator.

IBBO Dismissal of School for Entertainments

Schools shall not be dismissed for entertainments, shows or for any such event sponsored by any group or agency outside of the school, without permission of the superintendent

IBBP Pupil-Staff Participation – Non-School Activities

The student body will not be dismissed in order that pupils or staff may participate in parades or other functions sponsored by organization not a part of the school system unless board approved.

IBBQ Course Load – Secondary

Pupils in grades 9-12 will carry a minimum of six (6) units. The maximum course load is seven (7) courses. Any exceptions to student course load must be approved by the administrator.

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IBBR Pupil Progress – Elementary

The board acknowledges that the awarding of marks and decisions relative to promotion or retention of children is a serious responsibility of teachers. It is the board's policy to support its professional staff and be depended upon to make all such decisions in the best interest of children. However, the board considers it very important to good public relations that parents be consulted and well informed at an early date where retention is advisable.

Teacher-Administrator Responsibility

Assignment, reassignment, retention or acceleration of the pupil is made upon recommendation of the classroom teacher with the approval of the administrator.

Conference with Parents

Teachers and/or administrators should confer with parents when a pupil's program is other than what is normally expected.

IBBS Textbook Fees

1. Textbook Fees

Textbooks shall be financed yearly by a rental fee collected from parents. Textbook fee rates shall be recommended to the board by the superintendent of school.

2. Supplementary Texts

Basic textbooks shall be supplemented by the district with other books and instructional materials as determined by the budget allocations made each year.

3. Materials Also Covered by Textbook Rental

Designated consumable supplies, materials such as workbooks, notebooks, computer laboratory and shop materials and other special course materials are included in the textbook and consumables rental fee.

4. Refund to Students

In case a pupil moves from the district before March 30, an adjustment on rental charge will be made by the school.

5. Books And/Or Supplies or Mutilated

Any damage in excel of normal wear or loss of such materials must be paid by the student.

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IBBT Free Textbooks

Whenever the parents or guardian of any child attending any of the public grade or high schools in the state of Kansas are unable to purchase textbooks or provide rental fees for said child, the board of the district in which said child resides shall, if written application is made and said board finds the application meritorious, furnish said child with the regular adopted textbooks free of costs. (72-4107a)

IBBU Instructional Materials

1. Responsibility of the Board.

Supplies and instructional materials should be provided, upon recommendation by the administrative staff, subject to budget limitations.

2. Materials Not on Standardized List.

The administrator may request supplies and instructional materials within his budget limitations, providing the materials so listed will meet the classroom needs and such purchases can be justified educationally and cost wise.

3. Responsibility of Unified Office.

The responsibility for the business procedure governing procurement, storage, issuance and delivery of all supplies and materials required in the operation of the schools is delegated to the superintendent of schools.

4. Enrollment Fees.

All students will rent their books under the present book rental programs. The fees for the books and locks will be assessed during enrollment.

5. Musical Instruments.

Students are permitted to lease school owned musical instruments during the school year for a board established fee.

IBBV Staff Development Education

Responsibility

The superintendent and building administration are responsible for leadership in planning, organization and execution of staff development activities designed to develop and improve the curricular and instructional aspects of the school program.

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IBBV Staff development Education (Continued)

Types of Programs to be Encouraged Through Staff development Education:

- Consultative services in special subject areas
- System-wide professional study committees
- Professional publications, such as research publications, handbooks, guides, administrative directories and others
- Professional meetings on local, state and national levels
- Orientation of new teachers to the school system
- System-wide curriculum revision or guide book preparation
- Subject and grade level workshops

IBBW Special Education Programs

A program of special education services designed to satisfy the needs of the state plan in all areas of special education will be made available to all children age 3 through grade 12. Special education services will be provided through the Sedgwick County Area Educational Services Interlocal Cooperative.

IC Instructional Program (See IDA)

The certified staff shall cooperatively develop an integrated, comprehensive performance-oriented preK-12 curriculum 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 instruction 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 shall develop a schedule for periodic curriculum review.

Modification

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

Personnel

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

BOARD POLICIES – Section I – Instructional Program

IC Instructional Program (See IDA) (*Continued*)

Financial Resources

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

Evaluation (See IJ)

ICA Pilot Projects

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

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All Instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material 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.

Pilot Project Evaluation

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

Student Surveys

Except as provided in board policy IDEA 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.

ICAA Teaching Methods (See ICA)

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

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IDA Educational Program (See IC)

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

Curriculum Handbooks Curricular Offerings

An outline of each ~~basic course~~ 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 (IDDA), Support Programs (IDAB) and Exceptional Programs (IDAC).

IDAA Special Programs

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 shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

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IDAA-R Special Programs (Continued)

Partnerships

When a partnership is created, a committee shall be formed with the minimum membership composed of the building administrator, 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.

Work-Study Programs

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the administrator.

IDAB Support Programs

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

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

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

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

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IDAB Support Programs (Continued)

At-Risk Students

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

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

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

IDAC Exceptional Programs

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.

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. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

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

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IDACA Special Education Services (Continued)

Actions and Due Process for Students

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

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

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.

IDAD Title I Programs

The board shall ensure that 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, to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff, and developing appropriate evaluation procedures.

Annual Parent Meeting

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.

BOARD POLICIES – Section I – Instructional Program

IDAE Student Privacy (See ICA)

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 purpose 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.

BOARD POLICIES – Section I – Instructional Program

IDAE Student Privacy (See ICA) (Continued)

*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 or 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 individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

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IDAE Student Privacy (See ICA) (Continued)

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

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

Select Student Surveys

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

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

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

Students may be questioned:

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

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

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such 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.

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IDAE Student Privacy (See ICA) (Continued)

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.

Unless an adult student or parent or guardian of a minor student provided written consent to disclose personally identifiable student data, student data may only be disclosed to a government 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 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.

As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with the notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date

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IDAE Student Privacy Regulation (See ICA)

Protection of Pupil Rights Amendment: Regulation

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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 or if the survey concerns the student’s or student’s parents’ or guardians’ beliefs or practices on sex, family life, morality, or religion it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be 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.

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IDAE Student Privacy Regulation (See ICA) *(Continued)*

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.

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IDAE Student Privacy Regulation (See ICA) (Continued)

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 and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

IDCE College Classes

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.

IDFA Athletics

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

BOARD POLICIES – Section I – Instructional Program

IE Instructional Arrangements

Each building administrator 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.

IEB Charter School

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

If a petition is denied, the board shall follow applicable provisions of current law.

IF Instructional Materials

All textbooks 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 established by the administration and appropriate subject teachers.

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

BOARD POLICIES – Section I – Instructional Program

IF-R Textbooks, Instructional Materials and Media Centers

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 heritage and balance views concerning international, national, state and local issues and problems; and sufficient flexibility for meeting the special needs of individuals and groups.

The administration and appropriate subject teachers 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

BOARD POLICIES – Section I – Instructional Program

IF-R Textbooks, Instructional Materials and Media Centers (Continued)

Collection Development

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 administrator. If the matter cannot be resolved, the administrator shall notify the superintendent and ask the complainant to use a request for review form which is available through building administrators or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

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

Review Committee

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

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

The committee's charge shall be:

To review the materials and prepare a written report containing conclusion and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

BOARD POLICIES – Section I – Instructional Program

IF-R Textbooks, Instructional Materials and Media Centers (Continued)

Review Committee

The Review Committee shall:

Examine and evaluate the materials 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 recommendations, 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.

BOARD POLICIES – Section I – Instructional Program

IF-R Textbooks, Instructional Materials and Media Centers (Continued)

Removing Challenged Materials

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

USD 267
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? Yes _____ No _____

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

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

BOARD POLICIES – Section I – Instructional Program

IF-R Textbooks, Instructional Materials and Media Centers (Continued)

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

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

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

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective? _____

8. Additional comments: _____

Administrator
Date received: _____

Signature of Complainant

BOARD POLICIES – Section I – Instructional Program

IFBH Outside Speakers (See IKB)

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

Speakers are guests of the district and shall conduct themselves professionally.

Speakers shall not use language that calls for students to be disruptive.

The teacher/sponsor or any member of the school administration may interrupt or suspend any speaker's proceedings for any reason and when deemed necessary.

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

IFC Community Resources

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

School Volunteers (See KFD)

IFC-R Community Resources

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

IFCA Co-curricular Activities

The board encourages the development of co-curricular activities compatible with these policies.

Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the building administrator requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents and must explain the reason(s) why the student should be exempt from participating in the activity.

BOARD POLICIES – Section I – Instructional Program

IFCA Co-curricular Activities (Continued)

Any high school student who participates in any extra-class activity that is adjudicated (athletics, music, speech, debate, drama, etc.), in any student government body such as a student council or staff development as a class officer or president of a student organization of association must meet the following requirements:

STUDENT IN GOOD STANDING

1. A student who adheres to all regulations of the Kansas State High School Activities Association.
2. A student who, before September 1, has not reached age 14 for 7th grade competition or age 15 for 8th grade competition.
3. A student who is 14 before September 1 and is ineligible for 7th grade competition because of age, shall be eligible to compete on any combinations of the 7th and 8th grades.
4. A student may not have more than 2 semesters of possible eligibility in 7th grade and 2 semesters in 8th grade.
5. A student who has passed at least 5 subjects of unit weight in the previous semester.
6. Must be enrolled in a minimum of 5 subject.
7. A student who is not under penalty of suspension or disciplinary action of the administrator.
8. A student who is not under disciplinary action of the coach.
9. A student who does not use any form of tobacco, illegal drugs or alcoholic beverages.

IFCB Secondary Athletic Program

The board, within guidelines of the KSHSAA, approves of a program of competitive athletics. The program will be available to students from grades 9-12. Major emphasis should be placed on the involvement of all students in activities who express an interest.

The athletic program should be as financially self-sufficient as possible. Program subsidies will be provided on recommendation of the superintendent of schools and approval of the board.

IFCC Fiscal Control of Athletics

1. The building administrators shall be authorized to prepare purchase orders from an activity fund for proper operation of the athletic program.
2. The building administrator shall submit orders of purchase requisitions to the unified office for all supplies and equipment.
3. The building administrator shall help the activities director develop a budget each year.

BOARD POLICIES – Section I – Instructional Program

IFCD Elementary and High School Coaches/Sponsors Per Participants Ratio

<u>Participants</u>	<u>Coaches</u>
5-14	1
15-25	2
26-40	3
41-55	4
56	Administrative Decision

Freshman sports will have one (1) coach in all sports except football where two (2) may be allowed with administrative approval. Any adjustment to this policy will be recommended by the administration for a board decision. This policy applies to all middle school and high school KSSHAA sponsored athletic activities. All non-athletic activities will have one sponsor, except those that have prior approval by the board.

IFCE Elementary School Athletics

The Board of Education of Renwick USD 267, within guidelines established by Kansas State High School Activities Association, authorizes a program of competitive athletics for district elementary schools. The major emphasis of this program will emphasize involvement for those students who express interest.

The athletic program will be funded by the board through the superintendent.

The building administrators shall have control of their program. They are authorized to prepare purchase orders from funds available for operation of the program. The administrator shall submit requisitions to the unified district office for supplies, equipment and related items. Administrators shall meet with the superintendent each year to develop athletic budgets.

The following rules should apply to elementary school athletics:

1. There will be no cut rule for students wishing to participate.
2. Only students in good standing shall be eligible to participate in each contest.
3. There shall be a minimum of three (3) practices per week, per team. There shall be no practices on weekends. Practice time will be limited to two (2) hours floor/field time each day.
4. In-district practice time and contest competition will be held outside regular school hours, whenever possible.
5. Contest schedules will be printed and made available prior to each athletic season.

BOARD POLICIES – Section I – Instructional Program

IFCE Elementary School Athletics (Continued)

6. Mileage for elementary activity trips will be limited to ninety (90) miles one way except for league sponsored activities. Other trips must have prior approval of the superintendent.

IFCF High School Athletics

The Board of Education of Renwick USD 267, within guidelines established by Kansas State High School Activities Association, authorizes a program of competitive athletics for district high schools. The major emphasis of this program will emphasize involvement for those students who express interest.

The athletic program will be funded by the board through the superintendent.

The building administrators shall have control of their program. They are authorized to prepare purchase orders from funds available for operation of the program. The administrator shall submit requisitions to the unified district office for supplies, equipment and related items. Administrators shall meet with the superintendent each year to develop athletic budgets.

1. Though it is preferable to include all students interested in participating in any activity, students may be cut where excessive student participation diminishes the quality of the activity, as decided by the activity's coach and athletic director.
2. Only students in good standing shall be eligible to participate in each contest.
3. There shall be a minimum of three (3) practices per week, per team. There shall be no practices on weekends. Practice time will be limited to two and one-half (2½) hours floor/field time each day unless authorized by the building administrator
4. In-district practice time and contest competition will be held outside regular school hours, whenever possible.
5. Contest schedules will be printed and made available prior to each athletic season.
6. Mileage for high school activity trips will be limited to ninety (90) miles one way except for league sponsored activities. Other trips must have prior approval of the superintendent.

BOARD POLICIES – Section I – Instructional Program

IFCG Nondiscrimination on the Basis of Sex of the Handicapped In Regular of Special Education Programs and Activities

Nondiscrimination on the Basis of Sex Title IX of the Education Amendments of 1972, declares in part that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

IFCH Field Trips (See JGGB)

USD Approved Field Trips

Field trips may be approved by the administrator 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 administrator. Each building administrator 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 student absences must be followed.

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

BOARD POLICIES – Section I – Instructional Program

IHA Grading System

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

IHB Homework

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

IHEA Make-Up Opportunities (See JBD, 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.

IHF Graduation Requirements

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

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.

BOARD POLICIES – Section I – Instructional Program

II Educational Testing Program (See JR et seq.)

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 test, and state required tests.

Test Integrity

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

Reporting Test Results

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

IIBF Acceptable Use Guidelines

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.
- Users shall not utilize unlicensed software.

BOARD POLICIES – Section I – Instructional Program

IIBF Acceptable Use Guidelines (Continued)

- 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 of 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, email 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.

BOARD POLICIES – Section I – Instructional Program

IIBF Acceptable Use Guidelines (Continued)

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.

IIBG Computer and Device Use (See GAA and JCDA)

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 violations of this policy.

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software and 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.

BOARD POLICIES – Section I – Instructional Program

IIBG Computer and Device Use (Continued)

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.

Email Privacy Rights

Employees and/or students shall have no expectations 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 Computers and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Computer and Device Acceptable Use Staff Handbook

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

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on

BOARD POLICIES – Section I – Instructional Program

IIBG Computer and Device Use (Continued)

any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

Computer and Device Acceptable Use Student Handbook

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

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

Camera Use in School Handbook Policies

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom materials, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras and any other device capable of taking, storing, transmitting, or viewing pictures or video.

IIBGA Children’s Internet Protection Act

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

Such plan shall include measures to address the following issues:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;

BOARD POLICIES – Section I – Instructional Program

IIBGA Children’s Internet Protection Act (Continued)

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 18 years of age or under. 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.

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

Children’s Internet Protection Act (CIPA) Safety Plan

Goals

It is the policy of USD 267 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

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

BOARD POLICIES – Section I – Instructional Program

IIBGA Children’s Internet Protection Act (Continued)

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district’s goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

It shall be the responsibility of all members of the district’s staff to educate, supervise and monitor usage of online computer network access to the Internet in accordance with this policy and the Children’s Internet Protection Act. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

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

BOARD POLICIES – Section I – Instructional Program

IIBGA Children’s Internet Protection Act (Continued)

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children’s Internet Protection Act Safety Plan was adopted by the Board of USD 267 at a public meeting, following normal public notice on November 18, 2013.

IIBGC Staff Online Activities

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 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. Board/superintendent approval shall be required prior to the expenditure of district funds for such purpose.

BOARD POLICIES – Section I – Instructional Program

IIBGC Staff Online Activities (Continued)

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.

IJ Evaluation of Instructional Program (See IC, ICA, 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.

BOARD POLICIES – Section I – Instructional Program

IJ-R Evaluation of Instructional Program (Continued) (See IC, ICA, II and MK)

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.

IKB Controversial Issues (See IAA)

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.

IKCA Human Sexuality and AIDS Education

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who does 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 administrator, completing and signing the form and returning the form to the administrator. The signed form will be kept on file in the administrator's office.

The building administrator 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.

BOARD POLICIES – Section I – Instructional Program

IKCA Human Sexuality and AIDS Education (Continued)

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 will be made by means of newsletters, distribution at enrollment, etc.

IKD Religion in Curricular or School Sponsored Activities

No religious 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 issued 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 symbol 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.

BOARD POLICIES – Section I – Instructional Program

IKD-R Religion in Curricular of School Sponsored Activities (Continued)

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 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

The temporary use of religious symbols such as a cross, menorah, crescent, star of David, crèche, 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.

IKDA Objections to Religious Activities

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

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

BOARD POLICIES – Section I – Instructional Program

IKDA-R Objections to Religious Activities (Continued)

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

The administrator shall review the request and determine whether the request should be granted or denied. The administrator 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 administrator'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.

IKE Assemblies

Each building administrator may schedule assemblies as needed.

IKE-R Assemblies

Each building administrator shall develop a behavior cod for students attending school assemblies.

IKI Lesson Plans

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. Administrators shall establish methods to regularly review teacher lesson plans.

BOARD POLICIES – Section I – Instructional Program

ING 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 School

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 bring 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. 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.

BOARD POLICIES – Section I – Instructional Program

**ADOPTED BY THE RENWICK USD 267
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