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Note: Throughout this policy when *guardian* is used, it is with the intent that it refers to *legal guardian.*

IA Philosophy IA

The district is committed to implementing an Outcomes Based Educational philosophy through a planned, effective approach involving students, staff, parents, and community.

Approved: 7-13-92

IB School Site Councils (See KA) IB

A site council shall be established in each 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. Discussion may include allocations of the school budget and administrative and management functions.

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

The principal shall recommend site council members for superintendent approval.

Each site council shall establish meeting schedules. Each council may make recommendations and proposals to the board.

Approved: 7-14-25

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 Offerings

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

Educational Goals and Objectives

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

Additional Educational Programs

Additional educational programs shall be in one of the following categories: Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 08-10-20

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

For the purpose of this policy, *pilot project* means any research or experimentation program or project designed to explore or develop new, unproven teaching methods of techniques. All instructional materials, including teachers' manual, films, tapes, or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

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

As required by the Protection of Pupil Rights Amendment (PPRA), 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 / guardians before the survey is administered. Further, pursuant to the Kansas Student Data Privacy Act (SDPA), no nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade students unless the requirements outlined in policy IDAE are followed.

Approved: 01-13-25

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

Approved: 8-9-10

All licensed staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program which will be composed of the specified courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current Kansas 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 Director of Curriculum and Instruction shall develop a schedule for periodic curriculum reviews.

Modification

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

Personnel

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

Financial Resources

The board encourages the Director of Curriculum and Instruction to secure federal, state, and private grants, or other alternative funding sources for use in curriculum development. The licensed 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.

Approved: 7-8-2024

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

Partnerships/Work-Study Program

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

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

Approved: 7-12-21

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 are both wrong and harmful.

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

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

Student Mental Health

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

Dropout Prevention

The superintendent may develop and implement programs to prevent students from dropping out of school or to encourage dropouts to return to school. The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

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

Guidance

The guidance program shall be organized to serve of all students.

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

Homebound Instruction

Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

Approved 01-09-23

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

Approved: 8-9-10

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. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

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

Actions and Due Process for Students

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

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

Approved: 07-09-2018

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

Approved: 08-11-14

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions including implementing the following:

- The district will establish and operate programs, activities, and procedures for the involvement of parents in all Title I schools that are planned and operated with meaningful consultation with parents of participating children.
- The district will work with its schools to ensure that required school-level parent and family engagement policies are developed and that each school has a school-parent compact outlining shared responsibilities for improving student academic achievement.
- The district will incorporate this Parent and Family Engagement Policy into its overall Title I plan.
- To the extent practicable, the district will provide opportunities for informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Parents will be informed of their right to request additional meetings and to provide input if the Title I plan is not satisfactory.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the statutory definition of "parent and family engagement," and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
    - Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
        - that parents play an integral role in assisting their child's learning;

- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities.

- The school district will inform parents and parental organizations of the purpose and existence of the Kansas Parent Information Resource Center (KPIRC).

The board shall strongly encourage parental involvement in the district's Title I program. The superintendent is responsible for administering the district's Title I program.

Implementation of District-Wide Parent-Family Engagement Policy

The district will adopt and implement a plan to accomplish the required components of this policy.

Annual Parent Meeting

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings. The board shall designate at least one meeting date each school year to provide parents of Title I students with an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Annual Evaluation

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

Approved: 7-13-26

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

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

Student Data Restrictions

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

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

Student data may be disclosed to:

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

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and

- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first. A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

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

The district may disclose:

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

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student,

if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

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

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

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include: A copy of the test, questionnaire, survey, or examination that is to be administered;

- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator,

teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Approved: 7-11-22

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

Concurrent Enrollment

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

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

Approved: 9-08-08

District level and building level crises plans will be developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

Approved: 7-13-92

IDE Partnerships IDE

The board may enter into partnership programs between the district or the schools of the district and business and/or educational institutions for the mutual benefit of the students, professional staff, and the outside organization. Such partnerships may include, but are not limited to, adopt-a-school programs, cooperative vocational education agreements, or the lending of equipment.

Approved: 7-13-92

IDE-R Partnerships IDE-R

The Board of Education must approve all partnerships established in the district and the related parameters such as goals, evaluations, steering committee memberships, types of activities, materials and equipment involved, advertising, etc.

Approved: 7-13-92

IDFA Athletics IDFA

The district high school shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as part of the school term.

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

Approved:10-13-03

Each building principal shall organize the building for instructional purposes in a manner compatible with these policies/rules generally and in cooperation with the superintendent or designated representative.

Class Size

Student-teacher ratios in the district will be determined by class enrollment, teacher availability, budget limitations, and facility utilization.

Scheduling for Instruction

Class schedules will be developed each year in accordance with the needs of the students and these policies generally.

Student Schedules

Students will be enrolled in classes that conform to the master class schedule.

Independent Study

The board advocates a program of independent study only as approved through the curriculum development process.

Approved: 7-13-92

Scheduling for Instruction

Grades 6-11 will conduct pre-enrollment activities in the spring of each year. The administrative team will develop and coordinate pre-enrollment activities each year in such a manner as not to disrupt the education process of any student for prolonged periods of time.

Student Schedules

The building principal and counselor will make every attempt to schedule students in the classes offered in the master schedule and desired by the students.

Independent Study

A faculty committee shall develop guidelines which outline the framework of an independent study program and develop criteria to be used in the selection of students to participate in an independent study program. All independent study programs will then be submitted to the K-12 Curriculum Steering Committee for approval.

Approved: 7-13-92

IEB Charter Schools IEB

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

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

Approved: 8-9-04

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

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

- An effective education for all students;
- Factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- Practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;
- Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and
- Sufficient flexibility for meeting the special needs of individuals and groups.

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

Selection Criteria: Media Center Materials

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

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

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

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

Collection Development

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

The collection shall reflect, enhance, 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 student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to complete a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider the request.

If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board.

In determining whether to forward a challenge to a review committee, the board shall consider the following factors:

- The basis of the challenge;
- whether the material has been previously challenged and reviewed pursuant to this process; and
- whether it is necessary to submit it for additional review.

If the board chooses not to submit the challenge to the review committee, the superintendent will notify the requestor of the board's decision. If the board chooses to submit the challenge to a review committee, it shall forward all appropriate written materials necessary to the review committee.

Composition of Review Committee

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

The building principal, library media specialist, two subject area specialists, two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

Preview of Review Committee

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; weigh strengths and weaknesses; and form opinions based upon the selection criteria.

Written Report

Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of education;

If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.

Board Review and Action

The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.

The decision of the board is final.

Removing Challenged Materials

Challenged materials may be removed from use during the review period at the discretion of the superintendent.

Impact of Simultaneous or Repeated Requests

If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received for the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.

If a book or material has been reviewed by a review committee, it will not be eligible for an additional review for at least one year from the date the board took action on the previous challenge of the material.

Approved: 7-8-24

USD 428
REQUEST FOR REVIEW OF A TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request initiated by_____

Telephone _____ Address _____

Complainant represents: _____ self; or if a group:

Name of group_____

The material I object to is a: film___ recording ____ magazine ____ pamphlet ____ textbook ____other ____.

Book or other material_____

Author (if known)_____

Publisher (if known)_____

1. Are you familiar with the district policy, procedure and philosophy regarding selection of textbooks, instructional materials, and media center materials? ____ Y ____ N

2. Did you read or view all the material provided in the entire work? ____ Y ____ N If no, how did you select the parts for reading or viewing?

_____

_____

_____

3. Please identify the objectionable material. (Please be specific; cite pages or items.)

_____

_____

4. What is the basis for your objection to the specific sections or parts identified?

_____

_____

5. What do you believe is the major 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?

_____

8. Additional comments: _____

_____

_____

_____ _____

Administrator Signature of complainant

Date received:_____

Approved 1-10-22

Materials displayed in and around a classroom are generally considered instructional materials and must comply with board policy. They may be selected by the classroom teacher but should be grade-level appropriate and align with the subject-matter being taught. Materials or displays not meeting these criteria are subject to removal by the principal.

Classrooms are not public forums for the display or distribution of political, religious, or personal viewpoints. Employees may not use classrooms for the posting or display of materials to promote or convey a political, religious, or personal message.

This policy does not require a principal to remove photos, decorations, or other personal items from a teacher's desk or surrounding area as long as the items do not disrupt the learning process.

Approved: 01-09-2023

The board recognizes the need for supplementary instructional materials to be used in classrooms and encourages the acquisition of such materials in each building. Major materials adoptions and pilot programs are to be addressed through the curriculum development process. Materials should be selected according to the following guidelines.

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that the young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Criteria for Selecting Material

The following general criteria are to be applied to all acquisitions:

1. Correlated with outcomes and intent of curriculum guides.
2. Educational significance of purpose.
3. Importance of the subject matter.
4. Reputation and significance of author/producer/composer/artist, etc.
5. Clarity, adequacy, and scope of text or audio-visual presentation.
6. Valid, accurate, objective, up-to-date, and appropriate text or audio-visual presentation.
7. Organization and presentation of contents.

8. High degree of readability and/or comprehensibility.
9. High degree of potential user appeal.
10. High artistic quality and/or literary style.
11. Format and price.
12. Permanence.

The above criteria shall also apply to any gift of materials or to the selection of material with a monetary gift from an individual or group.

Approved: 7-13-92

IFAC Textbook Rental IFAC

By participating in the district book rental program, all students may use textbooks on a rental basis. Books that are lost, defaced, or destroyed shall be charged to the student on a pro-rata basis, contingent upon the age of the book.

Students may also purchase any or all textbooks at the full purchase price.

Implementation of the textbook program shall be the responsibility of each building principal.

Approved: 7-13-92

All library materials are to be ordered by the librarian with administrative approval. Administrators, supervisors, faculty, and students are encouraged to suggest materials to be added to the library/media center collection and to share in evaluating materials being considered for purchase.

Reputable, unbiased, professionally acceptable selection tools and lists are to be examined and consulted when selecting materials.

Weeding

Weeding is the continuous process by which materials no longer useful are removed from the media collection. Weeding is carried out in order to keep the media collection relevant.

Evaluating Challenged Materials

The board believes that materials on controversial subjects should be carefully balanced to include various points of view, and that materials of sound factual authority should not be added to or removed from the library because of race, nationality, or the political or religious views of the author.

Approved: 7-13-92

As designated by the superintendent, it shall be the duty of audio-visual personnel in each building to supervise the care and operation of audio-visual equipment.

Teachers needing assistance in the operation and care of equipment are expected to check with the designated person in their respective buildings.

The following equipment shall be considered under these directions: all types of projectors, record players, tape recorders, video tape equipment, cameras, and some duplicating equipment.

Weeding

The librarian is delegated the responsibility for weeding the media collection. Faculty, library aides, volunteers, and the administration may recommend materials to be considered for discard by the professional media personnel.

The following categories of materials are the most obvious candidates for weeding.

- Too badly worn or damaged to be mended;
- Materials beyond the comprehension of the users;
- Those materials which contain information and illustrations that are outdated or perhaps no longer true;
- Multiple copies of materials no longer in demand may be reduced to two or three copies;
- Materials of questionable value, the contents of which add neither to the information nor appreciation of the user; and
- Media materials which have been superseded by new and revised materials.

Evaluating Challenged Materials

Review of challenged materials should be treated objectively, unemotionally, and as a routine matter. The following procedures shall be used by the complainant for registering the complaint.

- After a complaint is received regarding library material, the principal and the librarian shall meet with the complainant in order to hear the complaint and judge if the material meets the board's library/media center selection policy and criteria for selecting material.

- If the complaint is not resolved, the complainant must submit in writing the criticism of the material to the principal. The form, *Request for Review of Instructional or Library Materials,* shall be supplied by the principal to the complainant for registering the complaint. The form must be signed and dated; must include specific information as to author, title, and publisher; and must specifically define the nature of the objection.

- Action shall be deferred until the complaint has been considered by the curriculum development process, judging whether the material meets curriculum objectives and intent. A written decision shall be provided to the complainant within a reasonable time.

- If the complaint is still not resolved, action shall be deferred until the complaint has been considered by a committee appointed by the superintendent. The committee, judging whether the material meets the above principles, shall send its written decision to the complainant within a reasonable time.

- If the complainant is not satisfied with the decision rendered by the curriculum development process, appeal may be made to the board for a final decision.

Approved: 7-13-92

IFBH Resource Speakers (Cf. IKB) IFBH

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

Approved: 7-13-92

IFBH-R Resource Speakers IFBH-R

The ideas presented and the resource person invited to speak shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

All resource speakers are subject to approval by a building administrator.

Prior to appearance or participation, the resource speaker shall be given a copy of this policy and rules, and each speaker shall agree to abide by these regulations:

- Profanity, vulgarity, and lewd comments are prohibited;
- Any language that calls for a student strike or any language that may incite a riot or otherwise influence students to behave in an unlawful manner is prohibited; and
- Smoking is not permitted while speaking or consulting with students.

The teacher/sponsor or any member of the school administration responsible for inviting the resource speaker or supervising a student meeting under provisions of JJA has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his/her conduct, is judged to have disregarded the agreement to abide by these regulations.

Approved: 7-13-92

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

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

Approved: 07-08-19

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Definitions

"Biological sex" means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen, or subjective experience of gender.

"School district sponsored travel" means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

Notice to Parents

This policy will be provided to parents prior to a student's participation in a school district sponsored activity or travel that requires overnight stays by students.

Approved 7-10-23

USD 428 Approved Field Trips

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

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

Nonsanctioned Field Trips

Nonsanctioned 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 tour rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for nonsanctioned field trips.

Every attempt should be made to scheduled 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 during the employee's work day.

Approved: 7-11-05

Definition -- A *field trip* is one which meets the following three conditions: (1) requires the students to leave the school grounds; (2) is an experiential extension of a class for which students receive academic credit; and (3) may have transportation provided.

Definition -- *Activity trips* are those taken by groups or organizations which have funds from the district activity accounts established at the building level or which receive funding from the school district or from approved fund-raising projects. Activity trips are categorized as follows: (1) trips for which all student expenses are paid; (2) trips for which partial expenses are paid [transportation]; and (3) trips for which the district pays no expenses.

Sponsors should obtain administrator approval within a reasonable amount of time prior to the date of the trip. Appropriate forms must be completed.

Students are responsible for making up work missed in other classes.

The trips should be adequately sponsored. Sponsors must be approved by the building administrator. On out-of-town trips, parent sponsors may be used in addition to teacher sponsors.

Field/Activity Trip Guidelines for Sponsors

1. The field/activity trip must be approved by the building principal and a *Request for Transportation* form submitted to the District Education Center no later than two weeks prior to the date of the field trip.

2. Parent permission forms must be secured and provisions made for the students who do not obtain parent permission.

3. Prior to the trip a written set of student guidelines and an itinerary with time frames must be provided for students and parents. Medical releases or emergency forms must be secured, if appropriate.

4. Sponsors are responsible for ensuring the safety, general welfare, and proper conduct of students at all times during a school-sponsored activity. Sponsors are expected to enforce *Student Field/Activity Trip Regulations* (see IFCB-R-3), normal school rules of student conduct, and any other rules and regulations appropriate to the situation.

5. Arrangements must be made for the adequate and proper adult supervision of students at *all* times—on or off the bus. Sponsors should take head count as often as appropriate for class supervision.

6. Student accident or injury and other emergencies should be anticipated. The principal or other appropriate administrator may be called *collect*.

7. Students who go on a field/activity trip are expected to leave and return by school conveyance. If a student must be released during a field/activity trip, the following criteria shall apply:
   - The student can be released ***only*** to a parent/guardian.
   - The parent/guardian must submit a written request to the principal and/or sponsor prior to the trip.
   - The student's release is contingent upon the approval of such request by the principal and/or sponsor.

8. The school bus driver should be informed of the itinerary and all relevant departure and return times. Trips should be planned in accordance with the requirements established for bus drivers by the I.C.C. for such things as rest periods for the driver. Side trips not related to the field trip's objectives should not be included in the itinerary. Transportation costs and all driver costs, including overtime, must be paid.

9. No overnight trips should be allowed except by special permission of the board.

10. Students must be aware they are responsible for making up all schoolwork missed in other classes during their absence for the field trip.

These guidelines are primarily for field trips. These and additional guidelines may be used by the athletic, music and fine art departments, debate, etc.

Student Field/Activity Trip Regulations

The following rules and regulations are provided to inform students of the school's expectations for their behavior. Sponsors are delegated all necessary authority to deal with misconduct or unacceptable behavior which occurs on a trip.

1. All school rules and regulations regarding student conduct are in effect during the duration of the field trip.

2. Only students who have returned a signed parent/guardian permission trip form are permitted to go on the trip.

3. Students must obey directions of sponsors at all times. If a student does not do so, it will result in disciplinary action. Parents may be required to pick up their son/daughter (at their own expense) in the event of misbehavior.

4. Students participating in a school-sponsored field trip using school transportation must return on the same school transportation unless arrangements are made with the principal or designated representative.

5. The following rules apply to passengers on a school vehicle.
   - No food or drink is permitted on a vehicle unless prior arrangements have been made by the sponsors.
   - Students are to remain seated while the vehicle is moving. If there is a seating chart, students are expected to remain in assigned seats.
   - Nothing goes out of the windows including hands, heads, feet, bodies, or voices.
   - Excessive noise and movement inside the vehicle are not permitted.
   - The vehicle is to be kept clean and free of vandalism.

6. Students are subject to school rules and regulations as well as the rules or laws of the state, community, and school visited. Shoplifting, drinking, drug and tobacco use, gambling, vandalism, or other serious misbehavior can result in legal action and/or disciplinary action by the proper school authorities.

7. Students are expected to be on time for departure and return and at all times during the trip.

8. Students are responsible for obtaining assignments and making up all schoolwork missed in classes during their absence on the field trip.

9. Dress is subject to school and sponsor approval. Clothing should be neat, clean, and in good taste for a school outing.

GRADES 9-12 APPROVED OUT-OF-STATE FUNCTIONS

The provisions of this policy extend to those students enrolled in grades 9, 10, 11, and 12 of Great Bend High School as well as sponsors and shall cover approved travel outside of Kansas for students and sponsors.

*See attachment for Sequential Responsibility.

Additional Provisions of Policy:

1. The district will pay expenses of Board of Education-approved sponsor(s) for trips outside the state of Kansas and within the continental United States.

2. School organizations traveling, with Board of Education approval outside the continental United States are expected to fund all expenses for the trip. In the event that A.I.F.S. (American Institute of Foreign Studies) or similar organizations are utilized to plan the trip, monies paid the sponsor(s) by A.I.F.S. will be applied to defray the cost of trip participants.

3. The Board of Education will give special consideration to trip requests to Canada and Mexico.

4. Foreign language trips require that eligible students must have completed one (1) year (two semesters) of foreign language study applicable to the program prior to participation in travel.
   Sponsor(s) should have basic conversational skills applicable to the program.

5. Frequency of travel will be as follows.

   Foreign Language

Trip-tour based travel:	Two-year cycle
Home-based exchange program:	Two-year cycle for USD 428 students

   Music

Vocal Music (small groups):	Two-year cycle
Instrumental Music and Vocal Music (large groups):	Three-year cycle

Other Groups Other groups include those activities in which students have earned, through competition, the right to compete at the national level.	Yearly, if the honor has been earned

Sequential Responsibility

Steps	Function	Responsibility	Submitted to
1.	Notification of interest in travel out of state.	Sponsor	High School Principal
2.	Notification to District Education Center	High School Principal	Superintendent
3.	Approval to progress with plans or rejection of request.	Superintendent	High School Principal
4.	Complete outline of trip, including expenditures, funding, travel, itinerary, etc.	Activities Director	High School Principal
5.	Submitted to District Education Center to be an agenda item for BOE consideration.	High School Principal	Superintendent
6.	Board of Education action.	Board of Education	Superintendent
7.	Board action to high school.	Superintendent	High School Principal
8.	If BOE approves, details developed.	Activities Director and Sponsor(s)	High School Principal & District Education Center
9.	Progress reports.	High School Principal	Superintendent
10.	Progress reports.	Superintendent	Board of Education

TRIP INFORMATION

Request submitted by (Club, organization, etc.): _____

Sponsor(s): _____

_____

_____

Destination: _____

Length of trip (inclusive dates): _____

Date of last trip: _____

Destination of last trip: _____

Number of students scheduled for trip: _____

PROJECTED COSTS:

Meals:

_____ meals x $_____ per meal $_____

Lodging:

Number of rooms _____ x $_____

Room costs x _____ nights: $_____

Transportation:

Vehicle (_____) projected cost: $_____

Air fare (from_____) projected cost: $_____

Ground transportation projected cost: $_____

Educational Tours:

Number of tours _____ x

Cost per tour $_____: $_____

Miscellaneous Expenses:

_____ projected cost: $_____

_____ projected cost: $_____

_____ projected cost: $_____

ESTIMATED NEEDED FUNDS **$_____**

continued

TRIP INFORMATION ***(continued)***

Funds on hand: $_____

Needed funds: $_____

FUND RAISERS (Please list)	**DATE**	**LOCATION**

Date submitted to Superintendent: _____

Request submitted by: _____

Request acted on by Operations Committee (date): _____

Recommendation to Board of Education by

Operations Committee (date): _____

ITINERARY AND DESCRIPTION OF TRIP

Field Trip Information

Student name:_____ Grade:_____ Teacher/Sponsor:_____

Field trip:_____ Date of trip:_____

Departure time:_____ Return time:_____ Mode of travel:_____

Emergency Contact Information

Parent name:_____ Phone number:_____

Comments: _____

_____

Unified School District 428
Great Bend, Kansas

NOTE: This form must be signed and returned to the school by _____(date).

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

(BOE Policy IFCB-R)

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

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

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

_____ _____

Parent or Legal Guardian ***Date***

07/11/05

IG Guidance Program (Cf. JE) IG

The guidance program shall be organized to meet the needs, interests, and abilities of all individual students each with their own particular capabilities, aptitudes, and personalities.

The counselor shall perform guidance services within the guidelines of district philosophy, job description, and established policies of the board.

Approved: 7-13-92

IH Academic Achievement IH

The Board of Education encourages and supports the highest academic achievement possible for each student.

Approved: 7-13-92

IHA Grading System IHA

The Board shall adopt a uniform grading system for use in the elementary and secondary grades at the time they approve school and student handbooks.

Approved: 9-8-03

IHAB Reporting Student Progress IHAB

Periodic reports shall be issued to the parents of all students regarding the academic progress of each student.

Approved: 7-13-92

IHAB-R Reporting Student Progress IHAB-R

Report cards shall be issued and/or conferences held for each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given.

Informal Conferences

Teachers shall be available to students and/or parents/guardians for conferences concerning student academic achievement.

Scheduled Parent-Teacher Conferences

Parent/teacher conferences shall be held at least once each semester for each student at the elementary level and at least once a year for students at the middle school level.

Approved: 7-13-92

IHB Homework IHB

Homework shall be an extension of daily learning and provide the opportunity to practice skills and concepts learned at school.

Approved: 7-13-92

IHC Class Rankings (Cf. JR et. seq.) IHC

Class rankings shall be computed for seniors.

Approved: 2-10-97

IHC-R Class Rankings (Cf. JR et. seq.) IHC-R

Class rankings for seniors shall be based upon grade point averages (G.P.A.) using a modified 4.0 grading system. G.P.A. for class rank will take into consideration regular and weighted classes.

The rank in class of students in grades 9-12 at Great Bend High School will be determined according to the following guidelines.

1. Highest grade point average (G.P.A.)
2. If the G.P.A.'s are equal, the higher rank will be assigned to the student with the greater number of weighted classes.
3. If the G.P.A.'s and the number of weighted classes are equal, then all students equal in both categories will be ranked equally.
4. Year-long classes will be valued at one (1) credit.
5. Semester-long classes will be valued at one-half (1/2) credit.

6. A grading scale of A, B, C, D, and F will be used.
7. Weighted classes will be listed in the Great Bend High School Program of Studies book:
8. The weighting system will be as follows:

Weighted Classes	Unweighted Classes
A - 4.25 points	**A** - 4 points
B - 3.25 points	**B** - 3 points
C - 2.25 points	**C** - 2 points
D - 1.25 points	**D** - 1 point
F - 0 points	**F** - 0 points

Approved: 1/8/18

IHD Student Recognition IHD

Use of a variety of formats to recognize student achievement and improvements is encouraged.

Approved: 7-13-92

IHE Promotion, Retention, and Acceleration IHE

Each student is encouraged and shall be assisted to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social, and emotional development.

Approved: 7-13-92

IHE-R Promotion, Retention, and Acceleration IHE-R

In arriving at a decision for the promotion, retention, or acceleration of a student, the viewpoints of the teacher(s), special services personnel, principal, and parents/guardians shall be considered. At the secondary level, credit requirements shall be considered as additional criteria for promotion or retention.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

Approved: 7-13-92

IHEA Make-Up Opportunities IHEA

Students shall have the opportunity to make up schoolwork according to student/staff handbooks.

Approved: 7-13-92

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, students must-earn twenty-four (24) academic credits and complete two accomplishments that demonstrate the student will be a successful high school graduate that meet state and district requirements. This credit requirement shall apply beginning with those students who will enter the ninth grade in the school year foiling the effective date of the additional requirement.

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 Kanas Department of Corrections (KDOC), the Secretary of DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the State Board of Education.

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

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

Approved 7-13-2026

IHFA Graduation IHFA

Formal public graduation activities shall be conducted only at the high school level. Graduation exercises shall be under the control and direction of the building principal.

Approved: 7-13-92

IHFA-R Graduation IHFA-R

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied by the principal. In emergency situations, either the building principal or superintendent may make such determination.

Approved:7-13-92

In order for consideration to be given to any early graduation request, the student must satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalence. No student shall be allowed to graduate prior to the completion of the seventh semester of high school. Each request is to be determined by the high school principal on the merits of the individual circumstances; one case shall not set a precedent for others.

Approved: 2-8-99

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

Test Integrity

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

Reporting Test Results

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

Approved: 9-11-06

The board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes or grades. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a course by a test out procedure at the secondary level.

All programs for the academically talented or gifted students shall be managed in accordance with the policy and rules of the local board and the rules of the State Board of Education.

Graduation Credit Through Integrated Coursework

The Board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

Approved: 01-10-22

Any secondary student identified as gifted or academically talented according to policy and rules of the board and the rules of the State Board of Education, or students possessing superior knowledge in a given subject area, may request a test out opportunity upon meeting the following guidelines.

1. To be eligible to participate in the testing program, a student must meet one of the following criteria: (a) Be identified as gifted and have an active Individual Educational Plan (IEP) on file; (b) Have a G.P.A. of 3.5 or above, accumulative; (c) Show superior talent necessary for the test out request. Teacher, counselor and parent recommendations and principal approval are required before test out may be granted.

2. A qualified student will be allowed to test out of any of the following courses:

English I, II, III	Geography
Spanish I, II	World History
French I, II	American History
German I, II	Constitution
Biology I	Psychology
Advanced Biology	Sociology
A & P Biology II, III	Algebra I
Advanced Topics in Chemistry & Physics	Geometry
Physical Science	Algebra II
Business Law/Consumer Economics	Trigonometry
Accounting I, II	Calculus

3. To receive test out credit, a student must be able to demonstrate superior ability in the subject area with a score of 85% or above on a departmental criterion-referenced final examination that is based on course exit outcomes. The examination will be kept on file in the principal's office or the office of the principal's designee. The department will develop alternate exams based upon the same course objectives and exit outcomes.

4. The criterion-referenced final exam shall be developed by a department representative working in conjunction with the respective K-12 Curriculum Area Committee and approved by the Curriculum Steering Committee. The examination will be kept on file in the principal's office or the office of the principal's designee and administered by the principal or the principal's designee.

5. The student must file a request to test out with the principal or the principal's designee at least fourteen days before the scheduled offering of the class or with special permission of the principal.

6. Prior to the test date, the student will meet with the Gifted Teacher, department representative, or counselor or principal's designee to receive goals, textbooks and test date.

7. A student will receive credit with a minimum score of 85% (All credit will be recorded on the transcript of the grade level at which the student is enrolled. Example: Algebra I recorded on ninth grade transcript of a ninth grade student). The transcript will reflect the name of the course, amount of credit and TEST-OUT designation. (No grade will be given for G.P.A. points.) Only pass credit will be given. If the student does not pass the test, no entry is to be made on the official transcript.

8. A student who attempts test out, but does not meet the minimum criteria as established, must complete the required course work as part of the regular schedule or summer schedule if offered. No second attempt will be approved for failure to meet the 85% criteria for that attempted class.

9. A student will be limited to test out of one (1) unit of credit per term. This may be a full year course or two (2) half-year courses. Exceptions to this limit may be approved by the principal.

10. Eligibility for test out will be available starting at the end of the eighth grade year or as indicated by the student's Individual Educational Plan (IEP).

Approved: 1-10-22

(See CN, GAAB, GAAC, GAACA, IIBF, IIBG, JGEC, JGECA, and KN)

Artificial intelligence (AI) technologies can provide valuable opportunities to enhance instruction, improve operational efficiency, and support student learning. The use of such technologies shall be used responsibly, ethically, and in compliance with applicable law and district policy.

The responsible use of AI in the district's educational and operational activities ensures transparency and accountability and protects the privacy and integrity of students and staff.

Definitions

Artificial Intelligence (AI): Any system or software capable of generating, analyzing, or interpreting content or data in a manner that simulates human reasoning, including but not limited to generative text, image, audio, or video applications.

Generative AI: AI tools that produce new content based on prompts, including but not limited to written, visual, auditory, or coded outputs.

Approved Use of AI

The superintendent or the superintendent's designee shall establish and maintain a list of approved AI tools permitted to be used throughout the district. Approved AI tools shall comply with all applicable and relevant laws including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), the Kansas Student Data Privacy Act, district policies, and the district's cybersecurity standards and requirements. Approved classroom and administrative uses of AI shall be consistent with district instructional goals, operational needs, and policies,

including those regarding acceptable use, bullying, and harassment. No approved AI application used shall collect, store, or transmit personally identifiable information without appropriate authorization and vendor safeguards.

While utilizing approved AI tools, staff and students shall comply with the following:

1. Demonstrate honesty, integrity, and responsibility in completing academic work, including only submitting and presenting work that represents the individual's own learning and understanding.
2. Use AI only to the extent that it supports learning without undermining the authenticity of an individual's efforts or the validity of the educational process.
3. Understand that AI technologies are only meant to supplement, not replace, human instruction, supervision, or judgment.
4. Use approved AI tools in a manner consistent with board policy, including Policy IIBF (Acceptable Use Guidelines), the Student Code of Conduct, and employee conduct requirements.
5. Properly cite or disclose the use of AI-generated content used in assignments, teaching materials, or official communications in accordance with this policy or risk disciplinary action or loss of credit for plagiarism.
6. Only use AI for idea generation, editing, or skill development when expressly permitted by the teacher or administration.

Prohibited Uses

No staff member or student shall use AI in violation of board policy or applicable law, including, but not limited to, the following:

1. Violate academic integrity by generating or submitting work without appropriate authorization or citation.
2. Use AI to generate or substantially complete assignments, essays, or assessments without explicit authorization.
3. Use AI to fabricate sources, falsify data, or impersonate another individual.

4. Submit AI-generated work as a student's own or fail to cite or disclose the use of AI or AI-generated work.
5. Produce, alter, or distribute synthetic or manipulated content that misrepresents or harms individuals, commonly referred to as deepfakes.
6. Produce, alter or distribute synthetic or manipulated content that violates school rules; individual rights, such as privacy, safety, reputation; or applicable law.
7. Access or disclose confidential or personally identifiable information in violation of law or district policy.
8. Circumvent district security systems or established procedures.
9. Use AI tools in violation of instructions or directives from teachers or administrators, board policy, or applicable law.

Violations of this policy shall be addressed in accordance with district disciplinary procedures and/or applicable law.

Training and Communication

The district shall provide ongoing professional learning for staff and guidance for students on the ethical, safe, and effective use of AI. Information about approved AI tools and acceptable practices shall be included in relevant staff and student handbooks.

Oversight and Review

The superintendent or the superintendent's designee shall review this policy, the AI tool list, and any related administrative procedures annually to ensure continued compliance with law and alignment with board goals.

Approved 1-12-26

Purpose

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

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

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

Prohibitions

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

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

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

Internet Safety

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

Penalties for Improper Use

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

Approved: 08-11-14

Use of District Computers and Devices / Privacy Rights

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

Copyright

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

Installation

No software, including freeware 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 with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Approved: 2-10-14

Ref. IIBG

Computer and Device Acceptable Use: Staff Handbook

Employees shall have no expectations of privacy when using district e-mail or other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official district 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 in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

Computer and Device Acceptable Use: Student Handbook

Students shall have no expectation of privacy when using district e-mail, ~~or~~ computer systems, **or** electronic devices. E-mail messages shall be used 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 on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: 2-10-14

Ref. IIBG

Camera Use: Student Handbook

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 material, 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.

Approved: 2-10-14

Ref. IIBG

UNIFIED SCHOOL DISTRICT 428
Board of Education Policy IIBG

ELECTRONIC MAIL AND INTERNET ACCESS

STUDENT AGREEMENT

I understand that electronic mail (e-mail) and Internet access is being provided to me for educational use. I agree to abide by the Electronic Mail and Internet Access Policy in my use of these services.

Approved Activities

I will use the functions of the district's e-mail and Internet system as appropriate for educational purposes. In doing this, I will always act so as to ensure a positive public image for myself and the district. I will use the functions of the district's e-mail and Internet system to pursue educational activities of the district.

Disapproved Activities

I will not use the functions of the district's e-mail and Internet system to pursue educational or personal activities not sponsored or supported by the district. I will not use the district's e-mail and Internet systems to engage in activities that could harm the district, other students, or district employees, including but not limited to pornographic and hate services. I will not engage in hurtful or demeaning conversations with others through these media.

I understand that I am responsible for activities that are performed through my access to the district's e-mail and Internet system, and agree to not share this access with other individuals who have not been approved by the district for access. I agree to protect from disclosure any and all computer and telephone access codes and passwords that may be assigned to me. I understand a teacher or administrator may monitor any activity which occurs through this system, including material downloaded and stored on district computers. I understand that failure to abide by these guidelines can result in disciplinary action, up to and including expulsion.

_____ _____

Student Name *(Please Print)* Student Signature

_____

Date

Approved: 2-10-14

UNIFIED SCHOOL DISTRICT 428 ***Ref. IIBG***
Board of Education Policy IIBG

ACCEPTABLE USE OF COMPUTERS, ELECTRONIC DEVICES, AND NETWORKS

EMPLOYEE AGREEMENT

I have read *Computer Use* (Policy IIBG) and *Policy/Regulation for Acceptable Use of Computers and Networks* (Policy IIBG-R), and I understand that the computers, network, e-mail, and Internet access provided by the district are provided for educational and business communication use. I agree to abide by all facets of *Computer Use* and *Policy/Regulation for Acceptable Use of Computers and Networks* in my use of district equipment and related services.

Approved Activities

I will use the district-issued computer systems and electronic devices and related peripheral equipment, as well as the functions of the district's e-mail and Internet systems, as appropriate for educational purposes and in accordance with *Computer Use* and *Policy/Regulation for Acceptable Use of Computers and Networks*. In doing this, I will always act so as to ensure a positive image for myself and the district.

Disapproved Activities

I will not install any hardware or software on any district computer without approval of the district's network administrator.

I will not use the functions of the district's e-mail or Internet access to pursue personal activities without administrative approval. I will not use the district's e-mail or Internet systems to engage in activities that could harm the district, students, or district employees, including but not limited to pornographic and hate sites and services. I will not engage in hurtful or demeaning conversations with others through these media.

I understand that I am responsible for activities that are performed through my access to the district's e-mail and Internet systems, and I agree not to share this access with other individuals who have not been approved by the district for access. I agree to protect from disclosure any and all computer and telephone access codes and passwords that may be assigned to me. I understand that all messages transmitted or stored on district computers are district property and are subject to review by the district administrators or authorized personnel at any time without notice.

I understand that failure to abide by *Computer Use*, *Policy/Regulation for Acceptable Use of Computers and Networks*, and these guidelines can result in disciplinary action, up to and including suspension and termination.

Employee Signature_____ Date_____

Approved: 2-10-14

ACCEPTABLE USE OF COMPUTERS AND NETWORKS
Board of Education Policy IIBG

ELECTRONIC MAIL AND INTERNET ACCESS

PARENT AGREEMENT

In order to make sure that all members of Unified School District 428 understand and agree to these rules of conduct, the district asks that you, as parent / guardian, sign the following:

I agree not to hold responsible Unified School District 428 nor any of its employees nor any of the institution's networks providing access to networks for the performance of the system or the content or costs of any material accessed through it.

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

Lost, Stolen, or Damaged Computers and/or Equipment. Students may be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen, or damaged while in the students' possession.

As the parent or guardian of this student, I have read the terms and conditions for Unified School District 428's use of electronic mail and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access from all controversial materials, and I will not hold Unified School District 428 responsible for materials acquired or sent via the network.

Student's Name *(Please Print)*	Date
Parent Name *(Please Print)*	Parent Signature

Approved: 2-10-14

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and 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 technology protection measures and such other measures as deemed appropriate to address the following issues:

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

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

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 08-12-13

Employees are encouraged to use district electronic mail and other district technology and resources to promote student learning and to communicate 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 utilized by employees with students shall be used in accordance with law and 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, administrators, classroom teachers, and extracurricular and co-curricular activity coaches and sponsors, may set up social media accounts using district technological resources following district policy and procedures to promote and enhance communications with students, parents, and the community concerning school-related programs and activities as well as for the purpose of supplementing classroom instruction. Social media 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, as allowed by law and this policy.

Definitions

For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:

- Any online website or application whose primary purpose is educational;
- Any platform approved by the board if such platform:
- Is owned, licensed, or contractually controlled by the school district;
- allows for required user accounts;
- allows communications to be monitored, archived, retained, or audited in compliance with policy or law;
- is accessible to parents or guardians; and
- used by employees in accordance with policy;
- email;
- direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and
- any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.

For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes" does not include private communications, direct communications, or two-way communications with any student.

Use of Social Media for District Purposes

In order for district employees to utilize a social media platform for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request permission from the superintendent or the superintendent's designee(s) prior to using all social media platform for district purposes.

2. If permission is granted, staff members will set up the page or account following all district policy, administrative procedures, and directives. This shall include, but may not be limited to, limiting the employee to using only board approved social media platforms for official school purposes and giving administrative access and editing rights to designated district or school officials.

3. If the expenditure of district funds is required to complete the set-up or maintenance of the page or account, the requesting staff member shall present an itemized summary of such costs to the superintendent for appropriate approval.

4. Once the page or account is in use, the sponsoring staff member is responsible for the following:

   a. Monitoring and managing the page or account to promote safe and acceptable use and compliance with district policies, administrative guidelines, directives, and applicable law; and
   b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Prohibitions Regarding Social Media Platforms

No employee of the district shall privately or directly communicate with any student through a social media platform, except as expressly permitted under this policy. This prohibition applies regardless of whether communication occurs during or outside the school day.

No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

The provisions of this policy do not apply to any virtual school, as defined by Kansas law.

Uses of Social Media Platforms for Official School Purposes

The board may approve specific social media platforms for employee use for official school purposes, and employees are expected to utilize only board approved social media platforms in the performance of any district related work responsibilities, including the posting of information on behalf of district programs, clubs, and activities.

Board-approved social media platforms may be used by employees only for the following purposes:

- Posting or broadcasting one-way, public communications; and
- sharing general information related to school programs, activities, or events.

Employees shall not use social media platforms for any form of two-way interaction with students, including but not limited to:

- Private or direct messaging;

- comment-based conversations; or
- other two-way exchange of individualized messages with a student.

Other Online Platforms

- Employees may communicate with students through platforms that are not classified as social media platforms, provided such use complies with board policy and applicable law. These platforms may include:
- District email accounts;
- district learning management systems;
- board approved messaging, notification, or collaboration platforms, and
- direct messaging applications.

Training and Compliance

The superintendent or designee shall provide training to employees regarding acceptable social media platform communication practices as necessary for implementation of new requirements and then periodically thereafter.

Disciplinary Actions

Staff members are strongly discouraged from creating personal social media accounts with which they connect with current or future students. 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, social media, or online resources violates board policy, administrative regulations and/or procedures, or supervisory directives; Kansas law regarding social media platform use by school employees; 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 protect the health, safety, and emotional well-being of students and confidentiality of student information both in the school setting and in their offsite, online actions. Conduct in violation of this policy, including, but not limited to, acts relating to the use of technology, any social media platform, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved 7-13-26

IIBGC - Addendum Communication passing the "TAP" Test IIBGC - Addendum

Communication should pass the "TAP" Test.

District approved electronic communication with students should always be **T**ransparent, **A**ccessible and **P**rofessional as defined below.

1. *The communication should be transparent*. Electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.
2. *The communication should be accessible*. Electronic communication between staff and students should be readily accessible by students and parents as well as by staff.
3. *The communication should be professional*. Electronic communication from staff to student should be professional and meet the high standards expected by the public and USD 428.

It is important to understand that the method of communication is not the central issue. In a modern world, communication occurs through a number of modes. Of course, the chosen mode should be accessible to those who have a need for the information. What is more important is the nature and content of the communication. When communicating as a representative of the District with a student, you should pay particular attention to word choice, tone, grammar, and subject matter so that the correspondence models the standards and integrity of a District professional. Communication should be courteous, conscientious, and generally businesslike in manner. Language that is abusive, profane, tasteless, or sexually explicit or suggestive is obviously inappropriate. Unless otherwise restricted, this guidance is not intended to restrict the method in which you communicate, but to provide guidance as to the nature and content of the message and to insure that the communication is accessible and transparent.

The policy is intended as a helpful guide in communicating electronically. However, inappropriate or unprofessional content in a message conveyed electronically or otherwise may subject staff to disciplinary action.

Approved 08-12-13
Reviewed by BOE: 07-13-26

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

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

Approved: 08-10-20

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

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

(See GAHB, GBU, IA, IFBH, IKD, and IKDA)

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy but shall take care to ensure that curricular content delivery remains the focus of the conversation.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic. Teachers are discouraged from expressing personal viewpoints during these discussions which would violate any board policy or Kansas law, such as engaging in prohibited political acts using district time or property.

Approved: 1-12-26

Teachers may teach *about* religion, religious literature, and religious history but are prohibited from teaching, expounding, criticizing, or ridiculing *a* religion. The Bible may be used to teach *about* religion, but the use of the Bible is prohibited if used to teach *a* particular religious doctrine or in any other way except as outlined above.

Approved: 7-13-92

Use of Religious Materials

Religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such materials are prohibited if used to indoctrinate the practice of a religion.

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited as part of the instructional program. Religious materials as prohibited herein may be described as, but not be limited to, the following: any version of the bible (including the Gideon Bible, translations of the Septuagint and the Apocrypha, Torah, Koran, or any other similar religious books of faith, pamphlets, sectarian or denominational books, tracts, papers, or other such materials including pictures, symbols, crosses, statues, or icons.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that teaching about—and not of—religion be conducted in a factual, objective, and respectful manner. Therefore, the practice of the district shall be as follows:

- The district supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively.

- The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

- Student-oriented expressions to questions or assignments that reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Approved: 7-13-92

Opt-Out Procedure and Form

Parent**s** or guardian**s** (or student over eighteen years of age) who do not want the student involved in all or some portion of the district's Healthy Living and Human Sexuality classes shall be provided a written copy of goals and objectives for the student's appropriate Healthy Living and Human Sexuality class.

Following review of the curriculum goals on file at the Board of Education Office, the parent or guardian must complete the district *Student Opt-Out Form* and state the portions(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 Student Opt-Out Form on the online enrollment application. The completed form will be kept on file in the student management system.

The building principal will insure the named student will be excused from all or a portion of the Healthy Living and Human Sexuality class. Arrangements shall be made for class reassignment of the student during the opt-out period.

Annual Request Required

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

Approved: 1/12/26

GREAT BEND
PUBLIC SCHOOLS • USD 428

Dear USD 428 Parent:

Several units of study in Healthy Living and Human Sexuality Education are included in the curriculum for all students in grades K-12.

Copies of the complete K-12 Healthy Living and Human Sexuality Education Curriculum Guide are available in every school office. Parents are encouraged to review the Curriculum Guide and any or all materials that will be used to teach the program. To do so, please contact your school office.

Please be aware that as parents, you do have the right to request that your student not be included in the discussion of any or all of the Healthy Living and Human Sexuality Education topics or units. To exercise this right, please fill out the form below and return it to your school office.

GRADES K-2
STUDENT RESPONSE FORM
HEALTHY LIVING AND HUMAN SEXUALITY EDUCATION

Name of student _____ Grade _____

☐ Yes, I do want my child to participate in the Healthy Living and Human Sexuality program.

☐ No, I do not want my child to participate in the Healthy Living and Human Sexuality units marked below.

- ☐ Growth and Development
- ☐ Abuse and Violence

Please return this completed form to the school office.

_____ _____

Signature of Parent or Guardian *Date*

GREAT BEND
PUBLIC SCHOOLS · USD 428

HEALTHY LIVING AND HUMAN SEXUALITY EDUCATION

Ref. IKCA

Dear USD 428 Parent:

Several units of study in Healthy Living and Human Sexuality Education are included in the curriculum for all students in grades K-12.

Copies of the complete K-12 Healthy Living and Human Sexuality Education Curriculum Guide are available in every school office. Parents are encouraged to review the Curriculum Guide and any or all materials that will be used to teach the program. To do so, please contact your school office.

Please be aware that as parents, you do have the right to request that your student not be included in the discussion of any or all of the Healthy Living and Human Sexuality Education topics or units. To exercise this right, please fill out the form below and return it to your school office.

GRADES 3-6
STUDENT RESPONSE FORM
HEALTHY LIVING AND HUMAN SEXUALITY EDUCATION

Name of student _____ Grade _____

☐ Yes, I do want my child to participate in the Healthy Living and Human Sexuality program.

☐ No, I do not want my child to participate in the Healthy Living and Human Sexuality units marked below.

- ☐ Growth and Development
- ☐ Sexual Reproduction and Responsibility
- ☐ Abuse and Violence
- ☐ Human Sexuality

Please return this completed form to the school office.

_____ _____

Signature of Parent or Guardian *Date*

GREAT BEND
PUBLIC SCHOOLS · USD 428

HEALTHY LIVING AND HUMAN SEXUALITY AND EDUCATION

Ref. IKCA

Dear USD 428 Parent:

Several units of study in Healthy Living and Human Sexuality Education are included in the curriculum for all students in grades K-12.

Copies of the complete K-12 Healthy Living and Human Sexuality Curriculum Guide are available in every school office. Parents are encouraged to review the Curriculum Guide and any or all materials that will be used to teach the program. To do so, please contact your school office.

Please be aware that as parents, you do have the right to request that your student not be included in the discussion of any or all of the Healthy Living and Human Sexuality Education topics or units. To exercise this right, please fill out the form below and return it to your school office.

GRADES 7-12
STUDENT RESPONSE FORM
HEALTHY LIVING AND HUMAN SEXUALITY EDUCATION

Name of student _____ Grade _____

☐ Yes, I do want my child to participate in the Healthy Living and Human Sexuality Education program.

☐ No, I do not want my child to participate in the Healthy Living and Human Sexuality Education units marked below.

- ☐ Growth and Development
- ☐ Sexual Reproduction and Responsibility
- ☐ Abuse and Violence
- ☐ Human Sexuality

Please return this completed form to the school office.

_____ _____

Signature of Parent or Guardian *Date*

No religious belief or non-belief should 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, and staff members are responsible for ensuring proper notice and opportunity for opt-out is given in accordance with board policy IKDA, as applicable.

Teaching About Religion

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

Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions, or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

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

Graduation and Other Ceremonies

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

Approved: 1-12-26

(See IF and IKD)

The board recognizes parents have the fundamental right to direct the religious upbringing of their children. Furthermore, Kansas law supports the ability of a parent or person acting as a parent to request their child not be required to participate in a school activity which is contrary to the religious teachings of their child. To assist district staff in consistently accommodating these rights, the board adopts the following policy.

For the purposes of this policy, terms shall have the following meanings.

"Activity" shall be deemed to include, but may not be limited to, any academic assignment, curricular lecture, presentation or planned classroom discussion; classroom project; subject-specific instruction; direct exposure to assigned reading material (whether read to or by the class or assigned to the student for independent consumption); or assembly. This term shall not be interpreted to apply to an entire course of study, except when a course of study is an elective course not required for graduation and alternative courses are available for the student's enrollment and participation at the time of objection.

Parents or persons acting as parents shall be notified in advance and given the opportunity to opt their child out of any activity addressing topics that are known to be or are reasonably ascertainable to be contrary to the religious beliefs of the parents, persons acting as parents, or students themselves.

A parent or person acting as a parent (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, person acting as a parent, 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.

A parent or person acting as a parent seeking to remove 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 school office. Parents and persons acting as parents desiring to opt their children out of activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file in the school office, and the principal shall receive a copy.

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

If the opt-out request is granted, the school may provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student.

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

Nothing in this policy shall be interpreted to allow a parent, person acting as a parent, or adult student to opt a student out of entire courses which have been deemed required graduation requirements by the board or by the state of Kansas, except as otherwise provided

by law. Parents and persons acting as parents of middle or high school students are encouraged to assist students in monitoring available course offerings and their descriptions near enrollment periods in order to make appropriate course selections in line with state required graduation requirements while still accommodating the child's sincerely held religious beliefs.

Approved 1-12-26

IKDA – Religious Objections to Activities

ACTIVITY PARTICIPATION OPT-OUT FORM

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

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

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

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

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, the school may provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student.

_____ Parent/Guardian Signature

_____ Administrator Signature

_____ Date Received

Approved 01-12-26

IKE Assemblies IKE

Each building may schedule assemblies as the needs of students and school dictate.

Approved: 7-13-92

IKE-R Assemblies IKE-R

Representatives of sectarian organizations and others speaking to all-school assemblies and any school-sponsored event shall comply with the "separation of church and state" doctrine as interpreted by the Supreme Court.

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

Approved: 7-13-92

IKI Lesson Plans IKI

Each building principal, in conjunction with the superintendent, is authorized to develop rules and regulations concerning the use and maintenance of lesson plans in each building in the district.

Approved: 7-13-92

IKI-R Lesson Plans IKI-R

Each building principal shall assume the responsibility of seeing that each teacher develops and maintains appropriate lesson plans.

Approved: 7-13-92

IKK School Improvement Process IKK

The mission of Great Bend Unified School District 428 requires that a suitable program of educational experiences be provided that assures success for every student. To accomplish this purpose, the board recognizes that each school must effectively focus staff, time, and material resources to foster student learning appropriate to the varied educational needs of the school's student population.

Continuous and systematic improvements which focus on in-school factors that comprise an effective school must take place on the learning center level to maximize effective teaching and success for all students. The Board of Education recognizes that school improvement requires sustained effort over time to increase school effectiveness.

Approved: 1-11-93

IKK-R School Improvement Process IKK-R

To insure that all students receive the best educational experience, each learning center is to develop and maintain a continuous and systematic improvement process within the guidelines listed below.

1. A district-wide school improvement process is to be developed, implemented, coordinated, and evaluated by the superintendent or his/her designee.

2. The school improvement process shall be integrated into the overall planning model of the school system.

3. The school improvement process is to be carried out under the leadership of site councils that are established for each building.

4. The responsibilities of each site council are set forth in Board of Education Policy IB and IB-R.

5. The site council team is to submit annually to the superintendent, or his/her designee, a school improvement plan for review and approval and an end-of-year progress report.

6. The school improvement process will seek ways to utilize available resources more effectively within the school, the district, and the community to achieve the educational goals of the learning center.

7. The superintendent will annually report to the Board of Education on the school improvement process.

Approved: 1-11-93

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

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

Service Animals in the Schools

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

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

For the purpose of this policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved: 7-11-22