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

IA

Northeast Kansas Educational Service Center #608 mission statement: to provide education opportunities to our exceptional student population that will enable them to be successful in life.

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

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

Approved: 5/16/07

IC **Curriculum Development** (See IDAA)

IC

The certified and licensed professional staff of the Service Center will implement local curriculum as appropriate and will utilize state standards to develop individual student programming. When appropriate and as approved by the IEP team, the staff will develop adaptations and modifications to the existing curriculum in order to meet individual student needs. The staff will make every effort to ensure that classroom instructional strategies and interventions are research -based.

Personnel

Outside resources and service center personnel may be used in the development of appropriate adaptations, modifications and instructional strategies.

Financial Resources

The board encourages the executive director to secure federal, state and private grants, or other alternative funding sources for use in the development of appropriate adaptations, modifications and instructional strategies. The certified staff is encouraged to utilize available material and community resources to assist in developing the instructional curriculum and extending beyond the traditional classroom setting.

Approved: 5/16/07

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

IDAA

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

Partnership/Work-Study Program

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

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

Approved:
KASB Recommendation—6/04; 4/07; 6/21
Keystone Approved—6/07; 6/21

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

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

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:

KASB Recommended – 6/14; 6/18

Keystone Board Approved—6/18

The director, 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 service center shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the service center policies in the area are substantially changed.

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

Approved: 5/16/07

The use of community resources 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.

KASB Recommendation—6/04; 4/07; 6/19

Keystone Board Approved—6/19

Whether the field trip is instructional or recreational, parental permission must be obtained by each student and submitted to the office prior to departure. The JDLA general field trip permission form signed at enrollment covers all field trips. An emergency procedure form, also signed at enrollment, must be on file in the JDLA office for any student to participate in off-campus trips.

All students are expected to participate in field trips that are instructional in nature. Because JDLA is a service learning school, the service learning components of our curriculum require frequent field trips which often involve a project based learning opportunity. These are a required aspect of our curriculum and student participation or lack thereof will be reflected in their grade.

MEDICAL INFORMATION

Student's Name

Date of Birth

Hospital/Clinic Preference

Physician's Name

Phone Number

Insurance Company

Policy Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, x-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency. I further acknowledge and agree that John Dewey Learning Academy is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. I agree to pay and assume all responsibility for medical and hospital expenses and any emergency service incurred on behalf of my child.

Parent's/Guardian Signature

Date

FIELD TRIP CONSENT

I give my permission for my child, _____ to participate in school sponsored field trips and other school activities. I release John Dewey Learning Academy and individuals from liability in case of accident during activities related to John Dewey Learning Academy, as long as normal safety procedure have been taken.

Parent's/Guardian's Signature

Date

Witness Signature

Date

IFCB **Field Trips**

IFCB

Field trips may be approved by the principal and/or director when reasonable educational

objectives can be established.

Approved: 5/16/07

IFCB-R **Field Trips**

IFCB-R

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal and/or director. The building principal and the service center shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel.

The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Any out of state and or overnight field trips must have prior board approval.

Approved: 5/16/07

IHF **Graduation Requirements** (See JFCA)

IHF

Procedures/guidelines under this section will be subject to home district policy unless otherwise driven by a student's IEP.

Approved: 5/16/07

- Purpose

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

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

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

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

Prohibitions

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

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

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

Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.

Utilization of the network to disseminate non-work-related material.

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

Monitoring

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

his/her use of the computer network or the district Internet.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The 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:

KASB Recommendation – 6/14

Keystone Board Approved – 8/21

Use of District Computers and Devices/Privacy Rights

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

Copyright

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

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the director's approval to be installed on any district server or computer.

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Approved:

KASB recommendation – 9/97; 9/00; 7/02; 7/03; 6/04; 4/07; 6/08; 6/12; 12/13

Keystone Board Approved – 5/16/07; 8/21

The service center shall implement the Children's Internet Protection Act (CIPA). The executive director shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each service center office with Internet access, and copies shall be available. The director shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 5/16/07

[Revise and edit as necessary; remove from policy and file with the clerk]

Children's Internet Protection Act (CIPA) PLAN

The Northeast Kansas Educational Service Center #608 plan shall, at a minimum:

- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;
- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
- hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- prevent unauthorized disclosure of personal information regarding minors.

Approved: Board of Education Northeast Kansas Educational Service Center #608 _____ (date)

IIBGC Staff Online Activities (See GAF, GBU, IIBG, IIBGA, KGA) IIBGC

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

They shall request prior permission from the director or the director's designee.

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

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

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

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

IIBGC Staff Online Activities**IIBGC-3**

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved:

KASB Recommendation – 6/13

Keystone Board Approved - 8/21

IJ **Evaluation of Instructional Program** (See IC, ICAA)

IJ

The executive director may develop guidelines to evaluate the instructional program. This evaluation may be part of the school/service center's school improvement efforts.

The executive director may establish special curriculum committees to study the district's instructional program on a regular schedule. The executive director 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 executive director may submit a comprehensive report from the committees to the board.

KASB Recommendation—6/04; 4/07; 6/12; 619

Keystone Board Approved—6/19; 6/20

IKB **Controversial Issues** (See GBU and IA)

IKB

When a controversial subject arises in the context of a classroom lesson, teachers may use the opportunity to teach about the controversy, when it would result in an educational benefit to the student.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic. Teachers shall utilize discretion when dealing with controversial issues.

Approved: 5/16/07

IKDA **Religious Objections to Activities**

IKDA

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

The request may be granted, or denied, or partially granted and partially denied.

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

Approved: 5/16/07

IKDA-R **Religious Objections to Activities**

IKDA-R

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the service center's Activity Participation Opt-Out Form regarding religious objections which is available in the interlocal office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal and/or director. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal and/or director to consider the request.

The completed form shall be kept on file with the clerk and the director shall receive a copy.

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

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved: 5/16/07

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, 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, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

Parent/Guardian Signature

Administrator Signature

Date Received _____