

TABLE OF CONTENTS

I--INSTRUCTIONAL PROGRAM

IA	Philosophy - Mission Statement (See GBU and IKB)
IC	Curriculum Development (See IDAA, IJ) Personnel Financial Resources
IDAA	Special Programs (See IC, and JJ)
IDACA	Special Education Services
IDAE	Student Privacy Policy
IFC	Community Resources
IFCB	Field Trips
IHF	Graduation Requirements (See JFCA)
IIBG	Computer Use (See ECH and GAA) Use of District Computers/Privacy Rights Copyright Installation Hardware Audits E-mail Privacy Rights Ownership of Employee Computer Materials
IIBGA	Children's Internet Protection Act Form, Children's Internet Protection Act Plan
IJ	Evaluation of Instructional Program (See IC, ICAA)
IKB	Controversial Issues (See GBU and IA)
IKDA	Religious Objections to Activities Form, Opt-Out Activity Participation

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 basic educational program, the service center shall provide programs to meet special needs. These programs shall be outlined in the state procedure manual, appropriate handbooks, or other documents following review and approval by the board of directors.

Approved: 5/16/07

IDACA Special Education Services

IDACA

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

Field Trips

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

Privacy Rights

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

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned service center responsibility or classroom activity undertaken on school time shall be the property of the board of directors.

Approved: 5/16/07

Use of Service center Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered service center property and shall be subject to unannounced monitoring by service center administrators. The service center retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

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

Installation

Students shall not install software on service center computers or computer systems.

Hard ware

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

Audits

The administration may conduct periodic audits of software installed on service center equipment to verify legitimate use.

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)

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; 6/19

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

Sample Only: Retype, remove from policy book and file with the clerk.

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 _____