

**IA Philosophy**

**IA**

(Cooperative Mission Statement could be placed here.)

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

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

Approved:

**IAA**     **Academic Freedom**

**IAA**

Academic Freedom

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

Approved:

**IC**    **Curriculum Development** (See IDA)

**IC**

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

**Modification**

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

**Personnel**

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

**Financial Resources**

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

**Evaluation** (See IJ)

Approved:

**ICA**     **Pilot Projects**

**ICA**

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

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

**Pilot Project Evaluation**

Before any pilot project proposal is submitted to the board for approval, and evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

Approved:

**ICAA Teaching Methods** (See ICA)

**ICAA**

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

Approved:

**ICF     Program Development**

**ICF**

No program shall be eliminated, added or substantially altered without approval of the board.

Approved:

**ICF-R Program Development**

**ICF-R**

Additions, deletions or significant modifications to programs may be required when it has been determined by local cooperative staff, Cooperative staff and the Cooperative board that such a change is in the best interest of the students affected.

Approved:

**IDA**     **Educational Program** (See IC)

**IDA**

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training.

The board shall consider the cooperative's basic educational program each year. And, when approved, the program shall constitute the cooperative's basic curriculum.

**Curriculum Handbooks**

Curriculum handbooks shall contain an outline of each basic course and learning objectives to be mastered. Each handbook, when approved by the board, shall become a part of these policies and rules by reference.

**Educational Goals and Objectives**

Cooperative educational goals and curriculum objectives for the basic educational program shall be on file in the cooperative office, and available for inspection upon request. (See CN)

**Other Educational Programs**

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

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

Approved:

**IDAA Special Programs****IDAA**

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

**Partnerships**

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

**Work-Study Programs**

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

Approved:

**IDAA-R Special Programs****IDAA-R****Partnerships**

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the



**IDAA-R Special Programs**

**IDAA-R-2**

partnership's goals and objectives, scheduling meeting times, deciding appropriate activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

**Work-Study Programs**

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

Approved:

## **IDAB Support Programs**

**IDAB**

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

### **Drug Education**

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

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

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

### **Student Mental Health**

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the cooperative.

The director shall develop and implement a student mental health awareness program. If professionals necessary to carry out this program are

**IDAB Support Programs**

**IDAB-2**

not available within the school system, the director shall identify community or area mental health agencies able to provide the necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

**Dropout Prevention**

The programs to prevent students from dropping out of school or to encourage dropouts to return to school shall be: (fill in cooperative program(s) here.)

**Homebound Instruction**

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

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

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

Approved:

**IDAC Exceptional Programs**

**IDAC**

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

List Other Appropriate Information Here

Approved:

**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

**IDAE Student Privacy Policy**

**IDAE**

(See BCBK, ICA, ICAA, II, and JR et seq.)

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

**IDAE Student Privacy Policy**

**IDAE-2**

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:

**IDAE Student Privacy Policy**

**IDAE-3**

- 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

#### **IDAE Student Privacy Policy**

**IDAE-4**

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 test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

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

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

#### **IDAE Student Privacy Policy**

**IDAE-5**

laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,

- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

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

Approved:

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16

The board encourages the development of cocurricular activities compatible with these policies in cooperation with member cooperatives.

Approved:

**IDE-R- Curricular Activities**

**IDE-R**

Special education students may participate in any activity or athletic event, if eligible. Eligibility of the student shall be determined by the home school's building principal using standards compatible with the standards established by the KSHSAA.

Approved:

Each building shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, and budget and facility limitations.

Scheduling for Instruction

Class schedules shall be developed to meet cooperative instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

Approved:

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

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

Textbook selection criteria shall be established by the board.

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

Approved:

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

**IF-R      Textbooks, Instructional Materials and Media Centers      IF-R-2**

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

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

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

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

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

### Collection Development

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

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in the classrooms for extended periods of time.

### Challenges of Materials (See IKD, KN)

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the director and ask the complainant to use a request for review form which is available through building principals or at the cooperative office. After receiving the completed form, the director shall meet with the complainant to discuss the complaint.

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

### Review Committee

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



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

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the cooperative's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the director shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

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

Approved:

(Retype and file with clerk.)

USD-----

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 cooperative policy, procedure and philosophy regarding selection of textbooks, instructional materials and media center materials?        Y        N

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

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

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

.....  
.....

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

.....  
.....

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

.....  
.....  
.....

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

.....

8. Additional comments:

.....  
.....

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-----  
Administrator

-----  
Signature of complainant Date

received: .....

A professional library may be maintained in the office of the director.

The director, in conjunction with the Cooperative staff, will ascertain the titles of professional magazines, books, pamphlets and other literature to be placed in the professional library in his office. A budget for professional libraries shall be included in the proposed annual budget each year.

Approved:

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

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

Approved:

**IFBH-R Outside Speakers**

**IFBH-R**

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

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

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

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

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

Approved:

**IFC    Community Resources**

**IFC**

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

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

**IFC-R Community Resources**

**IFC-R**

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

Approved:

**IFCB Field Trips**

**IFCB**

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

Approved:

**IFCB-R Field Trips**

**IFCB-R**

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

Approved:



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

Approved:

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

Approved:

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

Approved:

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

Approved:

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

**II-R**

**Reporting Test Results**

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

Approved:

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

**IIBG**

### Use of District Computers/Privacy Rights

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

### Copyright (See ECH)

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

### Installation

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

### Hardware

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

### Audits

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

### Privacy Rights

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

### Ownership of Employee Computer Materials

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

Approved: KASB Recommendation – 9/97; 9/00; 7/02

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

Such plan shall include technology protection measure and such other measure 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 purposed of this policy, “minor” shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement enforce technology protection measure 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: KASB Recommendation- 7/01; 6/04; 4/07; 6/09; 6/12; 6/13

**IIBGA- Children's Internet Protection Plan (See CIPA)Plan IIBGA**



Goals:

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

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

### **Access to Inappropriate Material**

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

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

### **Inappropriate Network Usage**

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

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking and other unlawful activities by students or staff members. Such

monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of onine computer network access to the internet in accordance with this policy and CIPA> If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

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

### **Disciplinary Measures**

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

### **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD\_\_\_ at a public meeting, following normal public notice and a hearing, on (Month Day Year)

Approved: KASB Recommendation- 6/12; 6/13

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

Employees are encouraged to use district electronic mail and other district technology resource 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.

Cooperative 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 communications with students and parents concerning school-related activities.

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

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved

by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent.

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

3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable us 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 be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
  - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of

technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: KASB Recommendations- 6/13

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. 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.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

## **Student Handbook**

Students shall have no expectation of privacy when using district e-mail or computer systems. 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 or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

Approved:

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

Approved:

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

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

Approved:



The professional staff shall keep abreast of current and innovative teaching methods. Experimentation is encouraged in the area of teaching methods. The director shall be informed by the staff member before any instructional experimentation is used in a classroom.

Approved:

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

Approved:

Opt-Out Procedure and Form

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

Approved:

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

**IKCA-R**

Opt-Out Procedure

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the cooperative opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

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

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

**IKCA-R-2**

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of -----.  
(Examples: newsletters, distribution at enrollment, etc.)

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the appropriate form from the (clerk of the board/principal), completing and signing the form and returning the form to the (director/principal). The signed form will be kept on file in the (clerk of the board's/principal's) office.

The building principal will receive a copy of the signed form so the named student can be excused from all or a portion of the Human Sexuality and AIDS classes. In addition, arrangements shall also be made for class reassignment of the student during the opt-out period.

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

Approved:

No religious belief or non-belief shall be promoted or disparaged by the cooperative or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

#### Teaching About Religion

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

#### Religion in the Curriculum and School Activities

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

#### Religious Symbols in the Classroom

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

#### Religious Holidays (See AEA)

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

#### Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

Approved:

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

**IKD-R**

### Religion in the Curriculum and School Activities

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

### Religious Symbols in the Classroom

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

### Religious Holidays (See AEA)

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

### Graduation and Other Ceremonies

The cooperative seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in

nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved:

A parent or guardian (or 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:

**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 cooperative's Activity Participation Opt-Out Form regarding religious objections, which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of

**IKDA-R Religious Objections to Activities**

**IKDA-R-2**



time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the director shall receive a copy.

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

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the cooperative's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

Approved:

## **ING- Animals and plants in the School**

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

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

### **Service Animals in the Schools**

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students and staff 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 having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. 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

**ING**

**Animals and plants in the School**

animal which is out of control or is not housebroken may be excluded by district staff.

This policy does not apply to animals provided by the school for instructional purposes or for the therapy or comfort dogs.

Approved: KASB Recommendation-1/13

Effective March 15,2011

28 C.F.R. 35.104  
35.104 Definitions.

For purposes of this part, the term—

1991 Standards means the requirements set forth in the ADA Standards for the Design, originally published on July 26,199 1, and republished as Appendix D to 28 CFR part 36.

2004 ADAAG means the requirements set forth in appendices B and D to 36 CFR part 1191 (2009).

2010 standards means the 2010 ADA Standards for Accessible Design, which consist of the 2004 ADAAG and the requirements contained in 35.151.

Act means the Americans with Disabilities Act (Pub.L. 101 -336, 104 Stat. 327, 42 U.S.C.12101-1223 and 47 U.S.C.225 and 611).

Assistant Attorney General means the Assistant Attorney General, Civil Rights Division, United States Department of Justice.

Auxiliary aids and services includes-

(1) Qualified interpreters on-site or through video remote interpreting (VRI) services; note takers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays, accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;

(2) Qualified readers; taped texts; audio recordings; Brailled materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision;

(3) Acquisition or modification of equipment or devices; and

(4) Other similar service and actions.

Complete complaint means a written statement that contains the complainant's name and address and describes the public entity's alleged discriminatory action in sufficient detail to inform the agency of the nature and date of the alleged violation of this part. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

Current illegal use of drugs means illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem.

Designated agency means the Federal agency designated under subpart G of this part to oversee compliance activities under this part for particular components of State and local governments. Direct threat means a significant risk to health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided in 35.

## Service Animal Federal Regulations

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such and impairment; or being regarded as having such an impairment.

(1)(i) The phrase physical or mental impairment means-

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affection one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine

(B) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) The phrase physical or mental impairment includes, but not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), Tuberculosis, drug addiction, and alcoholism.

(iii) The phrase physical or mental impairment does not include homosexuality or bisexuality.

(2) The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

(3) The phrase has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

(4) The phrase is regarded as having an impairment means —

(i) Has a physical or mental impairment that does not substantially limit major life activities but that is treated by public entity as constituting such a limitation;

(ii) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

(iii) Has none of the impairments defined in paragraph (1) of this definition but is treated by a public entity as having such an impairment.

(5)The term disability does not include—

(i) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;

(ii) Compulsive gambling, kleptomania, or pyromania; or

(iii) Psychoactive substance use disorders resulting from current illegal use of drugs.

Drug means a controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

Existing facility means a facility in existence on any given date, without regard to whether the facility may also be considered newly constructed or altered under this part.

Facility means all or any portion of buildings, structure, or equipment is located.

Historic preservation programs means programs conducted by a public entity that have preservation of historic properties as primary purpose.

Historic Properties means those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

Housing at a place of education means housing operated by or on behalf of an elementary, secondary, undergraduate, or postgraduate school, or other place of education, including dormitories, suite, apartments, or other places of residence.

Illegal use of drugs means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C. 812). The term illegal use of drugs does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provisions of Federal law.

Individual with a disability means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use.

Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs) such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207 (c)(2)

(1) Any State or local government;

(2) Any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

(3) The National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Qualified interpreter means an interpreter who, via a video remote interpreting (BRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued-language transliterators.

Qualified reader means a person who is able to read effectively, accurately, and impartially using any necessary specialized vocabulary.

Section 504 means section 504 of Rehabilitation Act of 1973 (Pub.L.93-112, 87 Stat. 394(29 U.S.C. 794)), as amended.

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to assisting individuals who are blind or have low

vision with navigation and other tasks, alerting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

State means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands.

Video remote interpreting (VRI) service means an interpreting service that uses video conference technology over dedicated lines or wireless technology offering high-speed, wide-bandwidth video connection that delivers high-quality video images as provided in 35.160(d).

Wheelchair means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

Effective: March 15,2011

28 C.F.R. 35.136

35.136 Service animals.

- (a) General. Generally, a public entity shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability.
- (b) Exceptions. A public entity may ask an individual with a disability to remove a service animal from the premises if—
  - (1) The animal is out of control and the animal's handler does not take effective action to control it; or
  - (2) The animal is not housebroken.
- (c) If an animal is properly excluded. If a public entity properly excludes a service animal under 35.136(b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.
- (d) Animal under handler's control. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- (e) Care or supervision. A public entity is not responsible for the care or supervision of a service animal.
- (f) Inquiries. A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as



a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding and individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

(g) Access to areas of public entity shall not ask or require an individual with a disability to pay or surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal

(i) Miniature horses.

(1) Reasonable modifications. A public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

(2) Assessment factors. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, a public entity shall consider —

(i) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

(ii) Whether the handler has sufficient control of the miniature horse;

(iii) Whether the miniature horse is housebroken; and

(iv) Whether the miniature horse's presence in specific facility compromises legitimate safety requirements that are necessary for safe operation.

(3) Other requirements. Paragraphs 35.136(c) through (h) of this section, which apply to service animals, shall also apply to miniature horses.

#### Credits

[order No. 3180-2010, 75 FR 56178, SEPT. 15, 2010; 76 FR 13285, MARCH 11, 2011]

SOURCE: 56 FR 35716, JULY 26, 1991; 75 FR 56177, SEPT. 15, 2010, unless otherwise noted

AUTHORITY: 5 U.S.C. 301; 28 U.S.C. 509, 510; 42 U.S.C. 12134.

Current through January 17, 2013; 78 FR 4014

NOTE: Remove from book and file with the clerk/principals.

HUMAN SEXUALITY  
AND  
AIDS EDUCATION

I, ----- , parent/guardian of  
----- , request that my child be removed from  
those portions of the Human Sexuality/AIDS instruction noted below:

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-----  
-----

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by a school official.

-----  
Date

-----  
Signature of Parent/Guardian

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.)  
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For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates).  
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I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

-----  
Parent/Guardian Signature

-----  
Administrator Signature

Date Received \_\_\_\_\_