

**POLICY REFERENCE MANUAL****Section 600  
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## GOALS AND OBJECTIVES

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program as described by the mission statement of the district. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion or disability.

In providing the education program of the school district, the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire entry-level job skills and knowledge necessary for further education;
- Acquire the capacities for a satisfying and responsible role as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Legal Reference: NDE Rule 10.012.01A

Cross Reference: 102 Educational Philosophy of the District

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SCHOOL CALENDAR

The school calendar shall accommodate the education program of the school district. The school calendar shall accommodate instruction for a minimum of 1,080 hours for students in grades nine through twelve, 1,032 hours for students in grades one through eight, and 400 hours for students in kindergarten. The school calendar shall include, but need not be limited to, days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students is considered to include a minimum of one-hundred and eighty days in the school calendar.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It shall be the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

Legal Reference:     Neb. Statute 79-211  
                          NDE Rule 10.012.01B

Cross Reference:    503    Student Attendance  
                          604.03 Special Education

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## SCHOOL DAY

The normal student school day for grades Kindergarten through twelve shall consist of a minimum of 7 hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which school is dismissed for tournaments or contests, parent/teacher conferences, funerals, parades and school picnics may be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The district may occasionally schedule a school day for less than the standard minimum number of hours due to the scheduling of staff development opportunities, parent-teacher conferences or special events occupying a portion of the day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session will constitute a school day.

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## OPEN OR CLOSED CAMPUS

The campuses of the district are closed and students after arrival for morning classes will not, without permission of the principal, leave the campus for any purpose until they have completed their school requirements for the day.

Junior High school students may leave the campus during the noon hour if appropriate authorization form has been signed. Students arriving late for the following class period will be cited for tardiness. The principal may revoke the open campus privilege for any student due to excessive tardiness or other violations of the student code of conduct.]

Seniors with a non-scheduled period may leave the school campus with an Open Campus Permit on file in the office and signed by a parent or guardian. Those students who are failing after each 9-week period may lose their Open Campus privilege and may be required to attend school until the end of their last scheduled class. Students who leave school with an Open Campus Permit and are late returning or unable to return for any reason will be counted truant. Parents or guardians who have a student who is failing at the end of the nine week grading period will be responsible to contact the office if they wish to have their student's open campus privilege removed.

Cross Reference:     503     Student Attendance  
                          504.01 Student Due Process Rights  
                          505     Student Discipline

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## CURRICULUM DEVELOPMENT

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent. These timelines will provide for periodic review of each curriculum area.

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996).

Cross Reference: 102 Educational Philosophy of the District  
104 Educational and Operational Planning  
604 Instructional Curriculum  
606 Instructional Materials

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## CURRICULUM ADOPTION

Curriculum of the school district must be recommended by the superintendent and approved by the board.

The board may authorize the use of curriculum guides when it adopts the curriculum. Such guides will be used when, in the opinion of the superintendent, they will be of assistance to the instructional program and will provide a consistent approach in the instructional program.

Legal Reference:     20 U.S.C. § 1232h (1994).  
                          34 C.F.R. Pt. 98 (1996).

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CURRICULUM GUIDES AND COURSE OUTLINES

Curriculum guides and course outlines will be written for all courses offered in the district. L.E.A.R.N.S. (Leading Educational Achievement through Rigorous Nebraska Standards) as adopted by the State Board of Education will be included. Teachers are expected to adhere closely to the course of study adopted by the district. Information regarding course offerings will be made available to all students and interested district patrons, upon request.

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## CURRICULUM EVALUATION

When a new program is proposed or significant changes occur, a report will be made to the board describing the process employed and the reasons for the curriculum change.

The board shall review the students' performance on standardized tests, courses, and other indicators of student achievement deemed relevant by the board as a guideline for the effectiveness of the curriculum. It shall be the responsibility of the superintendent to provide the board with the test scores and grades along with the superintendent's comments about the school district's curriculum.

Legal Reference:     20 U.S.C. § 1232h (1994).  
                          34 C.F.R. Pt. 98 (1996).

Cross Reference:    101    Educational Philosophy of the District  
                          104    Educational and Operational Planning  
                          604    Instructional Curriculum  
                          611    Academic Achievement

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## PILOT, EXPERIMENTAL OR INNOVATIVE PROJECTS

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects shall first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the Nebraska Department of Education, or the U. S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimental program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects shall be designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents shall be in accordance with board policy 606.02, "Instructional Materials Inspection."

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996)..

Cross Reference: 604 Instructional Curriculum

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## BASIC INSTRUCTION PROGRAM

The basic instructional program shall include the courses required for each grade level by the Nebraska Department of Education.

The basic weekly instructional program of students enrolled in the elementary grades shall include reading and language arts, mathematics, social studies, science, health, physical education, art, and music. Writing skills shall be incorporated in all curricular areas. The district shall consider elementary grades to be all grades up to sixth.

The basic yearly instructional program of students enrolled in the middle grades shall include reading, language arts, mathematics, social studies, science, health, art, music, and physical education. Writing skills shall be incorporated in all curricular areas. Exploratory experiences shall be offered in vocational education, foreign language, and technology education. The district shall consider middle grades to be all grades from sixth to eighth.

The basic instructional program of students enrolled in the high school grades shall consist of a minimum of 400 instructional units including language arts (60 units), social science (40 units), mathematics (40 units), science (40 units), foreign language (20 units), vocational education (80 units), personal health and physical fitness (20 units), and visual and performing arts (40 units). Writing skills shall be incorporated in all curricular areas. The instructional program shall include computer education. The district shall consider high school grades to be all grades of ninth and above.

Each instructional program shall be carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for the elementary, middle and high school grade programs.

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

Legal Reference: NDE Rule 10.005 - 10.007  
20 U.S.C. § 1232h (1994)  
34 C.F.R. Pt. 98 (1996)

Cross Reference:	102	Educational Philosophy of the District
	103	Equal Educational Opportunity
	104	Educational and Operational Planning
	603	Curriculum Development
	611	Academic Achievement

## SUMMER SCHOOL INSTRUCTION

Generally, only Reading and Math will be offered during summer school. However, the board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. This decision shall be within the discretion of the board.

Upon receiving a request for summer school, the board shall weigh the benefit to the students and the school district as well as the school district's budget and availability of certificated employees to conduct summer school.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Cross Reference:     411.02 Summer School Certificated Employees  
                          604    Instructional Curriculum  
                          801.07 Summer School Program Transportation Service

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## MULTICULTURAL EDUCATION

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the culture, history and contributions of diverse cultural groups including, but not limited to, African Americans, Hispanic Americans, Native Americans, and Asian Americans. It shall place special emphasis on human relations and sensitivity toward all races.

The board shall adopt a written plan for the implementation of multicultural education and shall evaluate this plan periodically. During the evaluation process, the board shall involve parents, students, employees and a diverse representation of the community members in assessing the effectiveness and appropriateness of the program. The plan shall establish district goals for the multicultural program and will include staff development to assist the district in pursuing these goals. The plan shall include a process for selecting appropriate materials and shall incorporate multicultural education into all subject areas of the core curriculum of grades kindergarten through twelve.

The superintendent will annually report the status of the multicultural education program to the board.

Legal Reference:               Neb. Statute 79-719 et seq.  
  NDE Rule 10.004.01G

Cross Reference:             103    Equal Educational Opportunity  
  601    Goals and Objectives

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## HEALTH EDUCATION

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including Acquired Immune Deficiency Syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Cross Reference:     504    Student Rights and Responsibilities  
                          508    Student Health and Well-Being  
                          608    Instructional Services

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PHYSICAL EDUCATION

Students in grades one through eight shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students in grades nine through twelve are required to participate in one year or 10 instructional units of physical education and one year or 10 instructional units of Health. Participation in health education courses may apply toward this requirement.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students who will not participate in physical education must have a written request or statement from their parents.

Cross Reference:     506     Student Activities

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CAREER EDUCATION

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the superintendent to assist certificated employees in finding ways to provide career education in the education program. Special attention should be given to offering courses of vocational education. The board, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion shall not take place.

It shall be the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

Cross Reference:      605.05 Religious-Based Exclusion from a School Program  
                                 607.02 School Ceremonies and Observances

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It shall be the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Cross Reference:     504     Student Rights and Responsibilities  
                          1005.10 Distribution or Posting of Materials

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CITIZENSHIP

Being a citizen of the United States, of Nebraska and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students shall be instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Cross Reference:     102   Educational Philosophy of the District  
                          504   Student Rights and Responsibilities  
                          505   Student Discipline

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education shall be incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Cross Reference:     603   Curriculum Development  
                          604   Instructional Curriculum

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

### **Eligibility**

Any High School student who is under the age of 21 shall be eligible to apply to an institution of higher education for enrollment through the post-secondary options program if he or she:

1. is deemed by the student and parent/guardian on the advice of the principal to be in need of course work at a higher academic level than that available at school
2. is deemed by school personnel to show a high degree of maturity and responsibility, especially with regard to potential for completing post-secondary courses
3. is deemed by school personnel to be in need of a different environment
4. has given written notice to the school district specifying the courses in which the student intends to enroll

### **Academic Credit**

Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements unless credit is denied by the principal and the denial, if appealed, is upheld by the superintendent and the board on the basis that such credit is inappropriate. An appeal procedure is provided in the event a student is denied high school credit. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities.

The program is not available for summer school.

### **Payment of Tuition by Student**

The student or parent/guardian shall be responsible for paying the tuition associated with post-secondary courses taken by the student. The district shall not reimburse the student or parent/guardian for tuition for such courses, unless grant funded and approved by the Superintendent.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



### **Transportation Costs**

The school district shall not provide or pay for transportation to the institution of higher education.

### **Notice to Students and Parents/Guardians**

Information about the post-secondary options program, including the appeals procedure if high school credit is denied, shall be distributed annually to all students in High School and to their parents/guardians. Notice shall be given to allow sufficient time for students and parents/guardians to consider this option.

Cross Reference:      611      Academic Achievement

## INDIVIDUALIZED INSTRUCTION

The board's primary responsibility in the management of the school district is the operation and delivery of the regular education program. Generally, students attending the school district shall receive the regular education program offered by the district. Only in exceptional circumstances will the board approve students receiving individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction shall state the need for the instruction, the objectives and goals sought for the instruction, the employee requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction.

It shall be the responsibility of the superintendent to develop administrative regulations for individualized instruction.

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## PROGRAM FOR HIGH ABILITY LEARNERS

The district is committed to an educational program that recognizes, identifies and serves the unique needs of high ability learners. High ability learners are those who have been identified as having high performance capability in such areas as intellectual, creative, or artistic capacity or in specific fields and who require accelerated or differentiated curriculum programs in order to develop those capabilities fully.

The board directs the superintendent to develop a written identification process for identifying talented and gifted students in grades K-12. The identification process shall include an appeals process for parents/guardians who wish to request reconsideration.

A written plan that identifies programs or services to be provided to address the assessed needs of identified students shall be similarly developed. The plan shall include:

- the district's philosophy on educational service to learners with high ability;
- the district's operational definition of a high ability learner;
- goals and objectives of the program;
- a description of the programming services, options and strategies to be provided under this plan;
- yearly evaluation procedures to allow for input from parents, educators, students, and community members;
- staff development training and support provided within the plan; and
- an outline of program management.

Legal Reference:      Neb. Statute 79-1106 et seq.  
                                 NDE Rule 3

Cross Reference:    102    Educational Philosophy of the District  
                                 611    Academic Achievement

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## IDENTIFICATION OF TALENTED AND GIFTED STUDENTS

In order to serve academically talented and intellectually gifted students in grades K-12, the district after due consideration of the input of staff, parents and the community shall establish a written identification process. This process shall include as a minimum:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

The board has established an appeals process for parents to utilize if they are dissatisfied with the identification process of their student for the district program for talented and gifted students and wish to request reconsideration.

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## APPEALS PROCESS FOR TALENTED AND GIFTED IDENTIFICATION

The board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for talented and gifted (TAG) students and wish to request reconsideration. The district's desire and intent is to reach satisfactory solutions during the informal process:

### **Informal Process**

1. The parents will contact the district TAG coordinator/teacher to request reconsideration;
2. The TAG coordinator/teacher will confer with the parents and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parents may initiate the Formal Process.

### **Formal Process**

1. Parents shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher, and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parents may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the board.

## RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs;  
and
5. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference:      604    Instructional Curriculum  
                                 607.02 School Ceremonies and Observances

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ENGLISH AS A SECOND LANGUAGE

The School Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language due to national origin or non-English speaking environments excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. The board directs the administration to develop and implement procedures which:

- Appropriately identify and evaluate students with limited English proficiency (LEP). Limited English proficient students are those whose native/home language is a language other than English and whose English language skills of listening, speaking, reading and writing are not developed to a level at which they can achieve challenging performance standards in a regular classroom.
- Determine the appropriate instructional environment for LEP students.
- Monitor progress of students receiving English as a Second Language (ESL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Establish professional standards for staff members who teach bilingual or English as a Second Language programs and provide development opportunities for staff members when needed.

Where feasible, the district may provide support for the student's use of the native language while developing English language skills.

Legal Reference: Title VI, Civil Rights Act of 1964.  
20 U.S.C. §§ 1701 et seq.

Cross Reference: 103 Equal Educational Opportunity  
601 Goals and Objectives

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses *[and extracurricular activities]* in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

It shall be the responsibility of the superintendent to develop administrative regulations regarding deadlines, specific courses or activities approved, restrictions of classroom space, maximum or minimum course number limitations and other procedures for this policy.

Cross Reference:	502	Student Admissions
	504	Student Rights and Responsibilities
	505	Student Discipline
	506	Student Activities
	508	Student Health and Well-Being
	611	Academic Achievement

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



**REQUEST FOR PART-TIME OR DUAL ENROLLMENT**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Address: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent/Guardian Address (if different from above): \_\_\_\_\_

Student's Present School: \_\_\_\_\_ Address: \_\_\_\_\_

Course, Program or Activity Requested: \_\_\_\_\_ Semester: \_\_\_\_\_

Offered at the student's present school? Yes \_\_\_ No \_\_\_

Prerequisites required for this request: \_\_\_\_\_

Has proof of these prerequisites been provided? Yes \_\_\_ No \_\_\_

Does this student have Special Needs or require special accommodations? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Has the student been previously expelled from any school? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

If yes, has the expulsion period been completed? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

**(For School Use Only)**

Student Admitted \_\_\_ Student Not Admitted \_\_\_

Reason, if not admitted: \_\_\_\_\_

Other notes: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature Date  
Approved 10/12/09 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DUAL ENROLLMENT PROCEDURE

The parent or legal guardian of a resident student who wishes to enroll their non-public school student must file an application for part-time enrollment on a form provided by the district at least 4 weeks prior to the beginning of the semester in which the course(s) will be taken. The application shall be submitted to the principal of the attendance center in which the student resides. The application will specify the course, program, or activity that the pupil wishes to attend. Additional applications must be submitted for courses taken in any subsequent semester. The enrollment of a part-time student in one semester is no guarantee of future enrollment.

No later than two weeks prior to the date on which the course is scheduled to commence, the principal shall notify the parent or legal guardian whether the application has been accepted or rejected. If the application is denied, the principal shall include the reason for rejection.

The parent or guardian may appeal the rejection to the superintendent at least one week prior to the start of the semester and within two weeks following the date of the rejection, whichever is earlier. The appeal shall be submitted in writing. The superintendent shall decide the appeal within one week, if possible, including in the decision any limitations on class enrollment sizes, limitations on classroom space, supplies, equipment and instruction, course prerequisites and age-appropriate studies, and other considerations as deemed relevant.

The student and parent/guardian may be required to complete all admissions requirements and procedures normally required of full-time students to qualify for part-time enrollment.

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## INSTRUCTIONAL MATERIALS SELECTION

The board delegates authority to certificated employees and administrators to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certificated employees shall consider the current and future needs of the school district as well as the changes and the trends in education and society. It shall be the responsibility of the superintendent to report to the board the action taken by certificated employees.

In making its recommendations to the superintendent, the certificated employees will select materials which:

- support the educational philosophy, goals and objectives of the school district;
- consider the needs, age, and maturity of students;
- are within the school district's budget;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- portray the variety of careers, roles, and lifestyles open to persons of both sexes; and,
- increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the board shall make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials shall apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks shall be reviewed as needed.

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

Cross Reference:      203.07 Advisory Board Committees  
                              603     Curriculum Development  
                              611     Academic Achievement

Approved 10/12/09                      Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## INSTRUCTIONAL MATERIALS SELECTION

### 1. Responsibility for Selection of Instructional Materials

- A. The Board is responsible for matters relating to the operation of the district.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and certified employees of the school system. For the purpose of this rule the term “instructional materials” includes printed and audiovisual materials (not equipment), whether considered text materials or media center materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teachers, students, parents, community members and media specialists, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees. For the purpose of this rule the term "media specialist" includes librarians, school media specialists or other appropriately licensed persons responsible for the selection of media equipment and materials.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee shall be formed and appointed in compliance with the board policy on Ad Hoc Committees.
  - 1) The superintendent will inform the committee as to their role and responsibility in the process.
  - 2) The following statement shall be given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*

2. Material selected for use in libraries and classrooms shall meet the following guidelines:
  - A. Religion - Material shall represent the major religions in a factual, unbiased manner. The primary source material of the major religions shall be considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, shall not be included in the school libraries or classrooms.
  - B. Racism - Material shall present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
  - C. Sexism - Material shall reflect a sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
  - D. Age - Material shall recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
  - E. Ideology - Material shall present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material shall not be selected with the intention to sway reader judgment and shall be related to the maturity level of the intended audience.
  - F. Profanity and Sex - Material shall be subjected to a test of literary merit and reality by the media specialists and licensed staff who will take into consideration their reading of public and community standards of morality.
  - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines shall not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

### 3. Procedure for Selection

A. Material purchased for libraries and classrooms shall be recommended for purchase by licensed employees, in consultation with administrative staff, media center staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase shall be approved by the appropriate building administrator.

1) The materials selected shall support stated objectives and goals of the school district. Specifically, the goals are:

- a. To acquire materials and provide service consistent with the demands of the curriculum;
- b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
- c. To effectively guide and counsel students in the selection and use of materials and libraries;
- d. To foster in students a wide range of significant interests;
- e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
- f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
- g. To encourage life-long education through the use of the library; and,
- h. To work cooperatively and constructively with the instructional and administrative staff in the school.

2) Materials selected shall be consistent with stated principles of selection.

These principles are:

- a. To select material, within established standards, which will meet the goals and objectives of the school district;
- b. To consider the educational characteristics of the community in the selection of materials within a given category;
- c. To present the sexual, racial, religious and ethnic groups in the community by:
  - i. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.

- ii. Placing no constraints on individual aspirations and opportunity.
  - iii. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
  - iv. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
- d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
- e. To strive for impartiality in the selection process.
- 3) The materials selected shall meet stated selection criteria. These criteria are:
- a. Authority-Author's qualifications - education, experience, and previously published works;
  - b. Reliability:
    - i. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
    - ii. Current-presentation of content which is consistent with the finding of recent and authoritative research.
  - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
  - d. Language:
    - i. Vocabulary:
      - a) Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
      - b) Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
    - ii. Compatible to the reading level of the student for whom it is intended.
  - e. Format:
    - i. Book
      - a) Adequate and accurate index;
      - b) Paper of good quality and color;

- c) Print adequate and well spaced;
  - d) Adequate margins;
  - e) Firmly bound; and,
  - f) Cost.
- ii. Nonbook
- a) Flexibility, adaptability;
  - b) Curricular orientation of significant interest to students;
  - c) Appropriate for audience;
  - d) Accurate authoritative presentation;
  - e) Good production qualities (fidelity, aesthetically adequate);
  - f) Durability; and,
  - g) Cost.
- iii. Illustrations of book and nonbook materials should:
- a) Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
  - b) Make clearly apparent the identity of minorities;
  - c) Contain pertinent and effective illustrations.
- iv. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
- i. Bibliographies.
  - ii. Glossary.
  - iii. Current charts, maps, etc.
  - iv. Visual aids.
  - v. Index.
  - vi. Special activities to stimulate and challenge students.
  - vii. Provide a variety of learning skills.
- g. Potential use:
- i. Will it meet the requirement of reference work?
  - ii. Will it help students with personal problems and adjustments?
  - iii. Will it serve as a source of information for teachers and librarians?
  - iv. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
  - v. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?



- vi. Will it help students and teachers keep abreast of and understand current events?
  - vii. Will it foster and develop hobbies and special interest?
  - viii. Will it help develop aesthetic tastes and appreciation?
  - ix. Will it serve the needs of students with special problems?
    - x. Does it inspire learning?
    - xi. Is it relevant to the subject?
    - xii. Will it stimulate a student's interest?
- 4) Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts shall be within the discretion of the board.
- 5) In order to provide a current, highly usable collection of materials, media specialists shall provide for constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

## INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Cross Reference:      603    Curriculum Development  
                             1003   Public Examination of District Records

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Cross Reference:      204.12 Public Participation in Board Meetings  
                             403.05 Public Complaints About Employees  
                             603     Curriculum Development

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

RECONSIDERATION OF INSTRUCTIONAL MATERIALS  
REQUEST FORM

Request for re-evaluation of printed or audiovisual material to be submitted to the superintendent.

REVIEW INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

AUDIOVISUAL MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self                      Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

---

---

3. In your opinion, what harmful effects upon students might result from use of this item?

---

---

4. Do you perceive any instructional value in the use of this item?

---

---

5. Did you review the entire item? If not, what sections did you review?

---

---

6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes      \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

---

---

7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

---

---

8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please call the office of the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.  
\_\_\_\_\_ minutes.

\_\_\_\_\_ No

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature

SAMPLE LETTER TO INDIVIDUAL CHALLENGING  
INSTRUCTIONAL MATERIALS

Dear \_\_\_\_\_ :

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

## OBJECTION TO INSTRUCTIONAL MATERIALS PROCEDURE

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the administrator, or, upon the administrator's recommendation, the concurrence of the board of education or upon formal action of the board of education when a recommendation of a review committee is appealed to it.

Procedures to be observed:

1. All complaints to staff members shall be reported to the administrator, whether received by telephone, letter or in personal conversation.
2. The administrator shall direct the appropriate staff member (coordinator) to contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the curriculum unit and/or the library/media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the coordinator within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration; however, access to questioned materials can be denied to the child (children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the coordinator will call together a committee of five to consider the complaint. This committee may consist of personnel such as: coordinator, unit administrator, the library media center director, a teacher and parent representative.
7. The committee shall meet to discuss the material, following the guidelines set forth in Instructions to Evaluation Committee and shall prepare a report on the material containing their recommendations on the disposition of the matter.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



8. The Coordinator shall notify the complainant of the decision and send a formal report and recommendation to the administrator. In answering the complaint, the coordinator shall explain the book selection system, give the guidelines used for selection and cite authorities used in reaching the decision. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the board will acknowledge it and make recommended changes.
  
9. If the complainant is still not satisfied, he/she may ask the administrator to present an appeal to the board of education. The board of education may seek assistance from outside organizations such as the American Association of School Administrators, National School Boards Association, American Library Association, Association for Supervision and Curriculum Development, Nebraska Association of School Administrators, Nebraska State Education Association, Nebraska Department of Education, etc. in making its determination.

## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economic ways to utilize instructional television, audiovisual materials, computers, and other technological advances as a part of the curriculum.

It shall be the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent shall report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Cross Reference:      603      Curriculum Development

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## MEDIA CENTERS

The school district shall maintain a media center at each site for use by students and employees during the school day to expand the opportunity for learning, contribute to literacy, support the local curriculum, and enhance and enrich learning experiences for all students.

Materials for the centers will be acquired according to Board Policy 606.01, "Instructional Materials Selection" and will meet the minimum requirements of the Nebraska Department of Education.

It shall be the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

It shall be the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the removal of obsolete library and instructional materials, and for the handling of challenges to library materials.

Legal Reference: NDE Rule 10.004.04

Cross Reference: 603 Curriculum Development

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

### **Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

### **Technology Protection Measure**

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

### **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.

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Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

### **Student Use**

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

### **Community Use**

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

## Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)  
Children's Internet Protection Act and Neighborhood CIPA of 2000  
Nebraska Statutes 79-2104

Cross Reference: 102 Educational Philosophy of the District  
401 Guiding Principles for Employees  
504 Student Rights and Responsibilities  
507 Student Records  
603 Curriculum Development  
604 Instructional Curriculum  
606.05 Media Centers  
1006 Use of District Facilities and Equipment

## INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS

Dear Parent/Guardian:

The School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the enclosed Acceptable Use Agreement and return it to your school.

Sincerely,

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy or student handbook or the following consequences.

\_\_\_\_\_ First Offense:

The above student has violated the regulations for student use of computers, technology and the Internet. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Second Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a second time. As a consequence of this violation the above student has lost Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Third Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of \_\_\_\_\_ or the balance of the school year.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



ACCEPTABLE USE AGREEMENT

COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

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I understand and will abide by the regulations for community use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Additional conditions or limitations of resource use:

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***Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.***

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

### Acceptable Use

The use of computers, technology and the Internet are provided to students only for limited educational purposes. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or appropriate legal action.

### Privileges

The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

### Oversight

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or reached through the site. Teachers will assist their students in developing the skills to ascertain the validity of information, distinguish fact from opinion, and engage in discussions about controversial issues, tolerance and respect for divergent views.

### Unacceptable Use

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

8. Revealing the personal addresses or telephone numbers of students or staff.
9. Invading the privacy of individuals.
10. Disrupting the work of others.
11. Posting material authorized or created by another without his/her consent.
12. Impersonation of another user, anonymity and pseudonyms.
13. Sending or accessing encrypted information.
14. Commercial or private advertising, or political lobbying.
15. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
16. Using or attempting to use the resources while access privileges are suspended or revoked.

### **No Expectation of Privacy**

Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Approved 10/12/09 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

## **Vandalism**

Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Limited Resource**

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

## STAFF USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

### Acceptable Use

The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.

### Privileges

The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

### Unacceptable Use

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

8. Accessing the Internet from a School District access point using a nonschool district Internet account.
9. Accessing fee services via district technology without specific permission from the Building Principal.
10. Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.
11. Invading the privacy of individuals.
12. Disrupting the work of others.
13. Posting material authorized or created by another without his/her consent.
14. Impersonation of another user, anonymity and pseudonyms.
15. Sending or accessing encrypted information.
16. Commercial or private advertising, or political lobbying.
17. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
18. Using or attempting to use the resources while access privileges are suspended or revoked.

### **No Expectation of Privacy**

Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or

omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

### **Vandalism**

Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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### **Limited Resource**

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

**Crawford Public Schools**

**Policy on District-Provided Access to Electronic Information, Services  
And Networks Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Crawford Public Schools Policy on District-Provided Access to Electronic Information, Services and Networks. I understand that to gain access to the Crawford Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Crawford Public Schools**

**Policy on District-Provided Access to Electronic Information, Services  
And Networks Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Crawford Public Schools Policy on District-Provided Access to Electronic Information, Services, and Networks. I understand that by signing this form I give permission for Crawford Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Crawford Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Parent (Legal Guardian) Name \_\_\_\_\_

Parent (Legal Guardian) Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved 10/12/09 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



**Crawford Public Schools**  
**Policy on District-Provided Access to Electronic Information, Services**  
**And Networks**  
**Employee's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Crawford Public Schools Policy on District-Provided Access to Electronic Information, Services and Networks. I understand that to gain or retain access to the Crawford Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

PRINTED Staff Member Name \_\_\_\_\_

Staff Member Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

### Acceptable Use

The use of computers, technology and the Internet are provided to community members only for limited educational purposes. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges and/or appropriate legal action.

### Privileges

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5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Revealing the personal addresses or telephone numbers of students or staff.
9. Invading the privacy of individuals.
10. Disrupting the work of others.
11. Posting material authorized or created by another without his/her consent.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

12. Impersonation of another user, anonymity and pseudonyms.
13. Sending or accessing encrypted information.
14. Commercial or private advertising, or political lobbying.
15. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
16. Using or attempting to use the resources while access privileges are suspended or revoked.

### **No Expectation of Privacy**

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The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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### **Limited Resource**

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

## DISTRICT WEB SITE

The board supports and encourages the publication of a district web site to improve community relations, to foster creativity and to demonstrate student learning. It is a means of providing information to the community about school events and classroom activities, and provides an effective line of communication between the community, staff and students.

The superintendent is directed to develop written web site regulations that pursue the benefits of maintaining a web site while protecting the school and community from its potential misuse. The superintendent will designate a staff member (herein called the Computer Coordinator) to implement the web site regulations and to review all materials published on the web site. All web pages on the web site will conform to this policy and the corresponding regulations.

### **Staff Web Pages**

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district. District employees, board members or guests may not establish personal web pages using district resources.

### **School or Class Web Pages**

Schools or classes may establish web pages that present information about the school or class activities. The Building Principal will designate an individual to be responsible for managing the school web site under the supervision of the computer coordinator. Teachers will be responsible for maintaining their class pages.

### **Extracurricular Organization Web Pages**

Extracurricular organizations may establish web pages with the approval of the organization sponsor and the computer coordinator. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material.

### **Student Web Pages**

Students may establish personal web pages with staff sponsorship and approval by the computer coordinator. Material presented in the student's web pages must be related to the student's educational and career preparation activities.

### **Other Web Pages**

The district may allow other organizations such as parent-teacher groups, booster clubs, school foundations, etc. to publish web pages providing they conform to this policy and the corresponding administrative regulations.

### **Written Permission**

Written permission from both the parent/guardian and the student must be obtained prior to placing any student photographs, artwork, writing or other projects on the web site. No personal contact information about the child, such as home address, phone number, or e-mail address will be given. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event that anyone requests such permission, those requests will be forwarded to the parent or guardian. All such work may be removed from the web site at the end of the current school year.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)  
Neb. Statute 79-2104

Cross Reference: 504 Student Rights and Responsibilities  
507 Student Records  
603 Curriculum Development  
604 Instructional Curriculum  
606.05 Media Centers  
1006 Use of District Facilities and Equipment

WEB SITE PUBLISHING OF STUDENT WORK

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand my child's artwork, writing or other project is under consideration for publication on the School district Website, connected to the Internet. I further understand that this work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me. No student last names, home address, or telephone numbers will appear with such published work.

A copy of the original work under consideration will be printed out and brought home for me to see before it is published on the Website, regardless of my granting of permission for the publication.

The specific work by my child under consideration is described below:

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This permission will remain in effect until I request in writing that the work be removed. Such request will be submitted to the Building Principal. When requested, the work will be removed within one week of receipt of the request.

I understand the work may be removed from the Website at the decision of the Computer Coordinator at any time.

Student signature: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## WEB SITE AND WEB PAGE GUIDELINES

All web pages must follow these guidelines and be approved by the Computer Coordinator and staff members as required by District policy.

### **Content**

All web pages must:

1. Contain name, address and district e-mail address of the author. Student web pages shall use the sponsoring staff member;
2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
3. Contain current and accurate information;
4. Include a copyright statement, if appropriate;
5. Use District templates;
6. Contain a "created or modified" date and the name or initials of the person responsible;
7. Identify district affiliation and contain a link to return to the district's home page.

Staff members requesting links to sites outside the District server are responsible for checking all materials at those sites for appropriateness. These links should be checked regularly and revised if necessary.

Use of web pages for personal or commercial financial gain is prohibited.

### **Standards**

Web page authors will:

1. Comply with Board policies, administrative regulations, and copyright laws;
2. Respect the rights of others;
3. Maintain the privacy of others;
4. Use web sites for academic, educational and research purposes only;
5. Use conventions of standard English or other languages.

Web page authors will not:

1. Display abusive, harassing, libelous, obscene, offensive, profane, threatening, sexually explicit or illegal material;
2. Use web site for commercial, purchasing or illegal purposes.

### **Disclaimer**

The following disclaimer will be published on all web pages:

Approved 10/12/09 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



The accuracy and quality of information cannot be guaranteed. The District will not be responsible for any information that may be lost damaged or unavailable due to technical or other difficulties.

OR

The District has made every reasonable attempt to ensure that the District's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the District's electronic communications policy.

Student and organization web page disclaimers should also include:

Opinions expressed on this page shall not be attributed to the School District.

### **Student Safeguards**

1. Web page documents may include only the first name and the initial of the student's last name.
2. Documents may not include a student's phone number, address, names of other family members or names of friends.
3. Published e-mail addresses are restricted to staff members or to a general group e-mail address where mail is forwarded to a staff member.
4. Decisions on publishing student pictures will be made by the supervising teacher, after checking with the school office to determine if the student's parents have objected to such publication.

### **Maintenance**

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author and sponsoring staff member. Web pages not kept up to date may be removed by the Computer Coordinator. Student web pages may be removed at the end of the school year unless special arrangements are made.

The District reserves the right to remove web pages, and if necessary, access to user accounts, without prior notice, if the content is unacceptable.

### **Privacy**

There shall be no expectation of privacy for information stored on or transmitted with District equipment. The District Computer Coordinator may review web pages to maintain system integrity and to monitor appropriate use of District equipment. Illegal activities will be reported to the appropriate authorities.

## REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law, should consult the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

The superintendent is responsible for implementing this policy and creating procedures to guide employees in following copyright compliance.

Legal Reference: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)  
P.L. 105-304, Digital Millennium Copyright Act of 1998

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

CLASS SIZE - CLASS GROUPING

It shall be within the sole discretion of the board to determine the size of classes and to determine whether class grouping shall take place. The board shall review the class sizes annually.

It shall be the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of certificated employees, and other factors deemed relevant to the board.

Cross Reference: 502.02 Nonresident Students

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17. When September 17 falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

Legal Reference

P.L. 108-477 (Consolidate Appropriations Act of 2005)

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

The above guidelines do not apply to those accompanied by an animal specifically trained to accommodate a physical handicap, such as a Seeing-Eye dog. Arrangements for accommodating such animals shall be determined in advance by the building principal in consultation with the student's parent or guardian.

Cross Reference: 508 Student Health and Well-Being

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district are to be the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are to be the property of the student.

It shall be the responsibility of the superintendent to determine incidental expense.

Cross Reference:      409.04 Certificated Employee Publication or Creation of Materials  
                                 504.19 Student Fees

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips. The superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Cross Reference:     504.03 Student Conduct  
                          506.01 Student Activity Eligibility  
                          604    Instructional Curriculum  
                          801    Transportation

## PLANNING AND RECORD-KEEPING BY TEACHERS

Quality lesson planning is necessary to help ensure the teacher that key elements of an effective lesson are presented. Lesson plans aid the principal, supervisor and substitute teachers in understanding the regular classroom teacher's plan for teaching the course of study as adopted by the School Board. Lesson plans should also be prepared by teachers whose assignment may vary from regular classroom work in order that their scheduled activities may be observed with understanding or replicated by a substitute teacher. Generally, teachers will prepare lesson plans on a weekly basis although they are expected to have general plans which cover the length of the course. Plans will be kept by the classroom teacher in a place known to and accessible to the building administrators. The principal may further require teachers to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the principal.

The lesson plan should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which principals and supervisors may monitor instruction to assure that the educational program in a particular class or activity is related to the district-approved course of study.

Although the district will provide lesson plan books, principals may request another system or format for the presentation of lesson plans provided it meets the purpose of planning. Principals may also require more detail or specific plans to assist individual teachers, or they may minimize the use of lesson plans when such action will not compromise the stated purpose of lesson planning.

It is recognized that provision for flexibility is essential within the lesson plan to allow for unexpected changes and varying learning rates.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## SCHOOL VOLUNTEERS

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to fill out the district's volunteer information form and obtain administration approval prior to taking part in volunteer activities.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall provide a student guidance and counseling program. The guidance counselor shall be certified with the Nebraska Department of Education in guidance and counseling and hold any additional qualifications required by the board. The guidance and counseling program will serve grades K - 12. The program will assist students with their personal, educational, social and career development. It will provide assistance to students in academic planning and placement. The program shall be coordinated with the education program and involve certificated employees.

Cross Reference:     507     Student Records  
                          604     Instructional Curriculum  
                          605     Alternative Programs

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT HEALTH SERVICES

Health services shall be coordinated with the health education and physical education curriculum. The program shall be designed to help each student protect, improve and maintain physical, emotional and social well-being. Areas to be considered include, but are not limited to:

- Environmental health and safety;
- Emergency health procedures and responsibilities;
- Health promotion;
- Communicable disease prevention and control;
- Staffing for the school health program;
- Administering of prescription medication;
- Acute or chronic health problems;
- Health assessment and screening;
- Record keeping; and
- Program evaluation.

Nurses and other medical employees employed by or requested to conduct services for the board shall hold and maintain a current Nebraska license and meet the requirements of the Nebraska Department of Education if required by the school district. In addition to the health services provided in the curriculum, the school district will provide the following district-wide health services:

- Annual vision screening tests;
- Annual audiometer screening tests;
- Annual height and weight measurement; and
- Monitor student records for evidence of immunization as required by state statute.

The services listed above will be provided in conjunction with state public health officials and local hospitals.

The school nurse shall provide an update on the role of health services in the education program to the board as requested.

Cross Reference:     502.03 Entrance - Admissions  
                          508    Student Health and Well-Being

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## EVALUATION OF INSTRUCTIONAL PROGRAMS

The board supports building level school improvement processes and projects for the purpose of attaining higher educational achievement levels for the district's students. An important part of school improvement is the on-going evaluation of the curriculum and instructional program of the district. Programs will be evaluated with respect to both their effectiveness and efficiency as means of delivering student education.

The superintendent shall develop guidelines by which the instructional staff will evaluate the instructional program on a periodic basis.

Legal Reference: NDE Rule 10.004.07A

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TEST OR ASSESSMENT SELECTION

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference:       Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
20 U.S.C. § 1232h (1994).

Cross Reference:     507     Student Records  
608.02 Student Health Services  
611     Academic Achievement

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TEST OR ASSESSMENT ADMINISTRATION

The district shall assess the progress of students through a district-wide assessment system to provide for a fair and adequate measurement of each student's progress and accomplishments. Administrators and staff shall select a valid and reliable system of assessments aligned with the curriculum and essential learner outcomes.

The superintendent, in directing the assessment system, shall hold administrators and staff accountable to:

1. follow appropriate security procedures;
2. use the assessments identified within applicable curriculum guides;
3. use assessment data to monitor student learning;
4. use assessment data to differentiate instruction where appropriate;
5. provide students and parents with information about student progress;
6. use assessment data for school improvement planning; and
7. use assessment data to adjust, improve, or terminate ineffective teaching practices.

Cross Reference:      611      Academic Achievement  
                                 1005.02   Parent Relations Goals

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT PROGRESS REPORTS

Students shall receive a progress report at the end of each nine week grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Cross Reference: 507 Student Records

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

NOTIFICATION OF POSSIBLE STUDENT RETENTION

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Present Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been made that \_\_\_\_\_ remain at his or her present grade level for the upcoming school year.

As was explained to you by your student's teacher, your student's accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended retention in his or her present grade level.

Please indicate your support or nonsupport of this recommendation below, and return this form to the school office no later than \_\_\_\_\_ .

\_\_\_\_\_ I support the recommendation that my student remain at his or her present grade level for the upcoming year.

\_\_\_\_\_ I do not support the recommendation that my student remain at his or her present grade level for the upcoming school year. If the decision to retain my student is reversed, I voluntarily release the district, its employees, agents and representatives from all risk and liability associated with my request for my student's promotion.

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Parent Signature)

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



OFFICE RETENTION NOTICE

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Present Grade Level: \_\_\_\_\_

The criteria used in making a recommendation of this student are as follows (include behavior, classroom performance, skill levels, achievement test scores, etc.):

\_\_\_\_\_  
(Teacher Signature)

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the building principal by \_\_\_\_\_ .

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## RETENTION FOR STUDENTS, GRADES K-8

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the principal for consideration for special services, counseling and intervention.
3. By mid-April, the second parent contact will be made and permission secured for any necessary retention testing;
4. The administrative team will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct evaluations on the students that have been identified for possible retention;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the principal;
7. A conference with the parents of each student tested will be conducted;
8. Principal to make final decision regarding each student.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist them in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Cross Reference: 506 Student Activities

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PARENT CONFERENCES

Parent-teacher conferences will be held each semester.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Cross Reference: 507 Student Records

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## GRADING GUIDELINES

The superintendent shall develop and implement student grading guidelines. The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes.

Legal Reference: Falvo v. Owasso Independent School District No. I-001

Cross Reference: 507.01 Student Records Access  
1003 Public Examination of District Records

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CLASS RANKINGS AND GRADE POINT AVERAGE

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

Students approved and who complete early graduation requirements will receive their official GPA based upon seven (7) completed semesters.

The district will name a Valedictorian and Salutatorian based solely upon class rank.

Legal Reference:      Neb. Statute 79-526

Cross Reference:      507      Student Records

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete *[200; other]* credits prior to graduation. The following credits will be required:

Language Arts	<u>40</u> credit hours
Science	<u>30</u> credit hours
Mathematics	<u>30</u> credit hours
Social Studies	<u>30</u> credit hours
Physical Education	<u>10</u> credit hours
Total Required Hours	<u>120</u> credit hours
 Total Required Hours for Graduation	 <u>230</u> credit hours

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Cross Reference:   604.3 Special Education  
                          611 Academic Achievement

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## EARLY GRADUATION

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The student's parent or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the principal are to be submitted no later than six months prior to the anticipated completion of the required high school program.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student.

It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

FREE APPROPRIATE PUBLIC EDUCATION

The district ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

FULL EDUCATIONAL OPPORTUNITY GOAL

The district has a goal of providing full educational opportunity for all children with disabilities birth through the school year when the student reaches age 21 consistent with the state's full educational opportunity goal.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CHILDFIND

All children with disabilities residing in the district, including children with disabilities who are homeless children or wards of the state and children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## IDENTIFICATION, EVALUATION AND VERIFICATION

The district ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

Procedures to ensure that testing and evaluation materials and procedures utilized for the purposes of evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## INDIVIDUALIZED EDUCATION PROGRAM

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

SMOOTH AND EFFECTIVE TRANSITION TO SERVICES

The district ensures that children participating in early intervention services experience a smooth and effective transition to services provided under Part B of the IDEA.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PARTICIPATION IN ASSESSMENTS

The district ensures that children with disabilities are included in district-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the school district develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in district-wide assessments and develops and conducts those alternate assessments. The district will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of participation in assessments by children with disabilities.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## LEAST RESTRICTIVE ENVIRONMENT

To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

If placement in a public or non-public residential program is necessary to provide special education and related services to a child with a disability, the program including non-medical care and room and board, must be at no cost to the parents of the child.

The district ensures that children with disabilities have available to them the variety of educational programs and services available to non-disabled children, including art, music, industrial arts, consumer and homemaking education and vocational education.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CHILDREN IN NONPUBLIC SCHOOLS

To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

The district's policy relating to childfind activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parents, if the child is placed in, or referred to nonpublic schools or facilities by the district as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic schools or facilities as a result of a referral by the district will have all the rights they would have if served by the district.

The district is not required to pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the district made a free appropriate public education available to the child and the parents elected to place the child in such nonpublic school or facility.

If the parents of a child with a disability, who previously received special education and related services under the authority of the district, enroll the child in a nonpublic elementary or secondary school without the consent of or referral by the district, a court or a hearing officer may require the district to reimburse the parents for the cost of the enrollment if the court or hearing officer finds that the district had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if at the most recent IEP meeting that the parents attended prior to the removal of the child from the district, the parents did not inform the IEP team that they were rejecting the placement proposed by the district to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or 10 business days (including any holidays that occur on a business day), prior to the removal of the child from the school district, the parents did not give written notice to the district of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent is illiterate and cannot write in English, if compliance with the

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

requirement would likely result in physical or serious emotional harm to the child, if the school prevented the parent from providing the information or if the parents had not received notice required by 92 NAC 51-009 of the parents' responsibility to provide notice to the district.

The reimbursement may also be reduced or denied if prior to the parents' removal of the child from the district, the school district informed the parents, through the notice requirements described in 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation was that appropriate and reasonable), but the parents did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon a judicial finding of unreasonableness with respect to actions taken by the parents.

PROCEDURAL SAFEGUARDS AND CONFIDENTIALITY

The district ensures that children with disabilities and their parents are afforded the procedural safeguards required in 92 NAC 51-009.

The district complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

TRANSPORTATION

The district ensures that transportation will be provided to any special education student who qualifies for special education transportation under Neb. Rev. Stat. 79-1129.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PERSONNEL STANDARDS

The district ensures that all personnel are appropriately and adequately prepared subject to IDEA requirements and the district will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide special education and related services to children with disabilities.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PERFORMANCE GOALS AND INDICATORS

The district will use performance goals and indicators established by the state to assess progress toward achieving those goals that are consistent to the extent appropriate with any other goals and academic standards for children.

The district will provide the Nebraska Department of Education with information necessary to enable the state to assess progress toward achieving the goals established by the state.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUSPENSION AND EXPULSION REPORTING

The district will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspension and expulsions of children with disabilities.

Approved 10/12/09

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_