

POLICY B-31
COMPUTER USE

Computer Use

Use of District Computers/Privacy Rights

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

Copyright

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

Installation

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

Hardware

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

Adults

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

Privacy Rights

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

Ownership of Employee Computer Materials

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

APPROVED 9-13-04
AMENDED 12-11-06
AMENDED 8-12-13
AMENDED 8-17-15

Policy B-32
Disruptive Acts at School or School Activities
(Previously Called Crowd Control at School Sponsored Activities)

Disruptive acts at school or school activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; to interfere with school or school activities; or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbances caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer, to possess a firearm on any district owned or operated property; within any district owned or operated building or facility, in a school vehicle; or an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however, such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight. Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

POLICY B-32.1
PUBLIC CONDUCT ON SCHOOL PROPERTY

The superintendent or the superintendent's designee may deny access to the school building, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook, and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass to enter school buildings during the school day.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

POLICY B-32.2
SECURITY AND SAFETY

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- Any act which constitutes the commission of a felony or a misdemeanor; or
- Any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional, or paraprofessional employees of a school who have information that any of the following has occurred shall report the information and the identity of the pupil student responsibility to the superintendent.

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life.
- A student who has been tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, if it is confirmed, the superintendent shall provide appropriate information, and the identity of the

student responsible to all employees who are involved in or likely to be directly involved in teaching or providing related services to the student.

Annual Reports

The principal shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, employees, and others.

Staff Immunity

No board of education, board member, superintendent of schools, or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

POLICY B32.3
CONCEALED OBSERVATIONS

Unless otherwise provided in this policy or board policy E16 Surveillance of Cameras, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with board policy E16 Surveillance of Cameras; the recording of meetings subject to the Kansas Open meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

POLICY B-33
District or School Web Sites

District or School Web Sites

A district web site shall be under the control of the Principal and school web sites shall be supervised by the Principal (or designee).

Web Site Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the Board and filed with the Clerk and/or Principal.

Website rules shall include the following areas:

- Data privacy and FERPA regulations;
- Copyright rules, relating to access and use of materials and the property rights of the District, students, and employees who create materials;
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of the Kansas State Department of Education's Form 151 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediate preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
- The Board and administration's right to determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by Board action.

POLICY B-33A
STAFF ONLINE ACTIVITIES

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

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

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

- They shall request prior permission from the building administrator.
- If permission is granted, staff members will set up the site following any district guidelines developed by the principal and approved by the Board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the principal. Superintendent approval shall be required prior to the expenditure of district funds for such purpose.
- Access to the site must be given to school/district administrators and technology staff.
- If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become “friends” of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
- Once the site has been created, the sponsoring staff member is responsible for the following:
 - Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

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

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

POLICY B-33B
STAFF USE OF COMMUNICATION DEVICES

The Board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

"Communication Device" is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of e-mail, or provide access to the Internet. Communication devices shall include, but may not be limited to, cell phones, smart phones, iPads, and tablets.

"Use/Using" for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening audio communications; accessing social media websites; playing games on such communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties of the employee, or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students, or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occur:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

It is the policy of USD #282 and the CQ and Elk Special Education Services that while an employee/staff member is transporting students in a school vehicle, personal cell phone usage is prohibited. Cell phone usage is defined as the use of cell phone technology including but not limited to voice calls and/or texting.

Cell phone usage is allowed if employee/staff member needs to contact emergency help. Staff member should pull over at a safe destination to complete communications before resuming driving whenever possible.

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving, and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices, and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft, and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan, and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties, and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member, and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

POLICY B-34
Printing/Duplicating Services

Printing and Duplicating Services

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "Fair Use" doctrine.

Any duplication of copyrighted materials by District employees must be done with permission of the copyright holder or within the bounds of "Fair Use."

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

POLICY B-35
PROFESSIONAL DEVELOPMENT

Professional Development

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements.

The program shall promote:

- Continuous professional development;
- Improving academic achievement for all students;
- Diversification in academic foundations or subject knowledge; and
- Improved job effectiveness and enhanced skills.

When appropriate, the Superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the Superintendent. Professional development programs may use all or a portion of the workday.

POLICY B36
CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports, if not otherwise prohibited by court order.

POLICY B-37
PUBLIC INFORMATION PROGRAMS

Public Information Programs

The Board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The Board may issue a patron newsletter. The Superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The Superintendent shall direct the dissemination of district information and report to the Board as requested.

When approved by the Principal, attendance center announcements or school-related information may be sent home with students.

Providing Salary Information

Each year, on or about October 1, the administration shall deliver to a newspaper in the school district a statement showing the following:

- Name, position and salary of the Superintendent, Deputy Superintendent(s), and Assistant Superintendent/s;
- Name, position and salary of any Directors, Principals, and Heads of Departments;
- Name, position and salary of any other administrator with district-wide responsibilities.

B-38

SEXUAL HARASSMENT: EMPLOYEE

(Also SEXUAL HARASSMENT: STUDENT E-10.5)

The Board of Education is committed to providing a positive productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the School District. Sexual harassment of employees or students of the District by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the School District is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building Principal, another administrator, the Guidance Counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building Principal. If the building Principal is the alleged harasser, the complaint shall be reported to the District Compliance Coordinator. The building Principal or District Compliance Coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure Board Policy B12.1.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building Principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building Coordinator or district Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to

immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district Compliance Coordinator. Notification of the policy shall be included in the school newsletter, placed on the district's website or published in the local newspaper annually.

APPROVED 11-14-05
REVISED 9-8-14
AMENDED 3-7-16

POLICY B-39
LOCAL WELLNESS POLICY

The Board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the Board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available at school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy are made available to the public. Such assessments shall measure the extent to which the school is in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

POLICY B-40
EDUCATIONAL TESTING PROGRAM
(language aligns with KASB Policy II)

Educational Testing Program

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

Test Integrity

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

Reporting Test Results

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

In the administration of standardized tests, licensed staff (teachers, administrators and others) **shall not**:

- Provide inappropriate test preparation
- Modify test administration procedures.
- Provide inappropriate assistance to students during test administration.
- Change or fill in answers on student answer sheets.
- Provide inaccurate data on student information sheets.
- Discourage or exclude certain students from taking the test.
- Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.