

Instruction

Supplies

The Superintendent of Schools shall be responsible for establishing criteria by which instructional supplies and equipment may be provided and shall make provision for the purchase of such material within the annual budget submitted to the Board of Education, with due regard for the necessity and economical use of such material.

Legal Reference: General Education Provisions Act

20 U.S.C. § 1232.g

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction

School Volunteers

Volunteers will work under the supervision of staff, assisting with tasks which may include: chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments.

All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Board of Education policies. This includes, but is not limited to: use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

The building Principal is responsible for conveying the contents of this regulation to all school volunteers.

Instruction

Survey of Students

The Board of Education recognizes the staff's need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys in accordance with the guidelines contained within this policy.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 6141.11. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the Board of Education must approve all that are received by the Superintendent that includes reference to any of the factors listed below. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent:

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

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Survey of Students (continued)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing, with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - a. College or other post-secondary education recruitment, or military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used in schools;
 - d. Tests and assessments;
 - e. Student recognition programs; and
 - f. The sale by students of products or services to raise funds for school-related activities;
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above, or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Note: *The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.*

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Survey of Students (continued)

The term “personal information” means individually identifiable information including a student’s or parent’s name, address, telephone number, or social security number.

Parents/guardians of a student shall also have the right to inspect, upon request any material used as part of the educational curriculum.

Note: *The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.*

(cf. 6141.11 – Curriculum Research/Experimental Projects)

(cf. 6161 – Equipment, Books and materials: Provision/Selection)

(cf. 6161.1 – Evaluation/Selection of Instructional Materials)

(cf. 6161.12 – Reconsideration of Materials)

Legal Reference: P.L. 103-227 Section 1017 (which amends Section 439 of the General Education Provisions Act)

P.L. 107-110, (HR 1-“Leave No Child Behind”) § 1061/1062 – Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors. (20 U.S.C. §1232h)

Regulation 34 CFR Part 99

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction

Educational Software

The Board recognizes that technology is an integral part of everyday living affecting every aspect of our society and, therefore, is committed to educational technology for all students.

The Board wishes to ensure that all employees and students who use technology adhere to all statutes concerning software copyrights, use of technology and technology services as well as their ethical use.

The School System maintains full copyright on all software and related materials developed by its employees in whole or in part either during the time(s) for which they are being compensated or during a time for which they are not compensated but have utilized equipment owned by the School System.

Software Usage Guidelines:

1. Duplicating copyrighted software is not permitted unless it is specifically authorized under a policy or license agreement with the software developer.
2. Copying of public domain or Free/Open Search Software programs is permitted provided that there is adequate documentation available to prove that it is public domain. Furthermore, the software should be labeled "Public Domain Software" Free/Open Search Software or GNU operating systems licenses.
3. Illegal copies of software, according to current copyright laws, may not be used on school system computers.
4. Software usage for both network and stand-alone versions must adhere to the following:
 - Lab-packs may only be loaded and utilized on the number of computers designated by the lab-pack agreement.
 - Site licenses may only be loaded and utilized on the number of computers designated by the site-license agreement. Extensions of such licenses beyond the originally designated number must be fully documented and attached to the original purchase agreement.
 - District licenses may only be loaded and utilized on the number of computers designated by the district-license agreement. All sites involved in such usage will be informed of the usage restrictions in writing by the district designee. Any changes needed at the site level under such an agreement must be approved by the district designee.

Instruction

Educational Software (continued)

Software Purchases

1. All software purchases must have an object code of 650 regardless of the funding source. Software purchases do not fall into the instructional supply categories.
2. Purchases from the approved district software listing, regardless of funding source, must be signed by the Director of Curriculum, Instruction and Assessment or designee. (or person designated by local school system)
3. Purchases **not on** the approved district software listing, **MUST FOLLOW** the current district procedure.