

Instruction

Programs for Limited English Proficient Students

The Board of Education recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English excludes a student from effective participation in the District's educational programs, the District shall take appropriate action to rectify the English language deficiency in order to provide the student with equal access to its programs. Students in a language minority (LM) or who have limited English Proficiency (LEP) will be identified, assessed and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.

The Superintendent or his/her designee is directed to develop and implement procedures which:

- Appropriately identify and evaluate students with limited English proficiency (LEP.)*
- Appropriately identify language minority students.
- Determine the appropriate instructional environment for LEP students.
- Annually assess the English proficiency of LEP students and monitor the progress of students receiving English as a Second Language (ESOL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Where possible, the District may provide support for the student's use of the native language while developing English language skills.
- Provide parents with notice of and information regarding the instructional program as required by law and encourage parental appraisal of their child's program.

(cf. 6162.31 – Test Exclusion)

Legal Reference: Connecticut General Statutes

10-17 English language to be medium of instruction. Exception.

10-17a Establishment of bilingual and bicultural program.

10-17d Application for and receipt of federal funds.

10-17e Definitions.

10-17f Required bilingual education. (as amended by PA 98-168 & PA 01-205)

10-17g Application for grant. Annual evaluation report.

10-76e Definitions.

10-146f Waiver of certification requirements for bilingual teachers.

P.A. 99-211 An Act Improving Bilingual Education.

State Board of Education Regulations

Instruction

Programs for Limited English Proficient Students

Legal Reference: Connecticut General Statutes (continued)
10-17h-1 to 10-17h-15. Programs of bilingual education.
Title VI, Civil Rights Act of 1964
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974
Bilingual Education Act. 20 U.S.C. §§7401 *et seq.* as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act. Title III, Sections 3001-3304 of HR1, No Child Left Behind Act of 2001, P.L. 107-110.
34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the district.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq., 34 C.F.R. §200.40 - 200.45.

Federal Register – July 29, 2008 – Final Rule 34 C.F.R. Part 2000

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction

Computer Literacy (Information and Technology Literacy)

The Board recognizes that our nation has evolved from an industrial society to an informational society. An integral part of that society is new technology. We believe that computers and other technological advances must be part of the educational program for students in our schools and for adults in our community education programs.

Computer and related technology can significantly enhance the educational process. They are applicable across grade levels and can be used in every curriculum area. The study of technological advances and the various applications are only a part of the educational program. Technology is not an end in itself, but a means to an end. The focus must be on what is best for the student and how best to meet the student's educational needs.

Students are expected to attain a level of information and technology literacy skills that will enable them to:

- Communicate information and ideas, conduct research, organize data and solve problems, and create original works;
- Demonstrate responsible, legal and ethical use of information and technology;
- Use effective and efficient strategies to explore and use a wide range of information and technology resources to gain knowledge, deepen understanding, make informed decisions and solve problems for educational, career and personal pursuits;
- Apply information and technology competencies to learning in the content areas;
- Locate, evaluate, interpret and synthesize information from print and non-print sources; and
- Use technology tools to enhance learning, increase productivity and promote creativity.

The District will provide opportunities for students to accomplish these goals. The Board is committed to provide in-service training for teachers and the necessary personnel and equipment within its available resources.

Instruction

Computers: Acceptable Use of the Internet

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and numerous organizations. The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, video, CD-ROM and other informational sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Andover Elementary School.

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Andover Elementary School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall take steps, such as using filtering programs to block access to objectionable material, access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the Andover Elementary School may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Andover Elementary School.

Instruction

Computers: Acceptable Use of the Internet (continued)

3. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:
 - Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
 - Chain letters and pyramid schemes (chain letters with money) are illegal.
 - Bulk posing to individuals or groups to overload the system (i.e., "spamming") is prohibited

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Andover Elementary School must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response."

Instruction

Computers: Acceptable Use of the Internet (continued)

Legal Reference: Connecticut General Statutes

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction

Computers: Web Sites/Pages

The Board of Education allows the district and schools within the district to create and maintain world wide web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional quality and consistent with the education mission of the school system. Web sites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links representing the school district shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations which accompany this policy.

(cf. 1110 - Communications with the Public)

(cf. 5125 - Student Records)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6145.3 - Publications)

(cf. 6161.1 - Guidelines for Evaluation/Selection of Instructional Materials)

(cf. 6162.6 - Use of Copying Device, Copyrights)

(cf. 6163 - Instructional Resources for Students)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

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Computers: Web Sites/Pages (continued)

Legal Reference: Connecticut General Statutes (continued)

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Instruction**Internet Acceptable Use: Filtering**

Each Andover Elementary School computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and/or as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

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Instruction

Internet Acceptable Use: Filtering

Legal Reference: Connecticut General Statutes (continued)

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Public Law 106-554 Fiscal 2001 Appropriations Law containing the “Children’s Internet Protection Act”

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted: September 8, 2010

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

6141.324

Instruction

Posting of Student Work/Photographs

The Superintendent or his/her designee shall ensure that website content protects the privacy rights of students, parents/guardians, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses shall be published on a District or school web page. Student directory information shall not be published if parents/guardians have requested that it be withheld.

Photographs of students shall be used only with permission from the student's parents/guardians. (unless photographs are included in District's definition of directory information)

Staff and/or students may submit materials for web site publication to the District or school webmaster who shall ensure that the content adheres to District guidelines and policies.

(cf. 1110 - Communication with the Public)

(cf. 5125 - Student Records)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6141.321 - Internet Use)

(cf. 6141.322 - District/School/Staff/Student Web Sites and Web Pages)

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 10-15b Access of parent or guardians to student's records.
 10-209 Records not to be public.
 11-8a Retention, destruction and transfer of documents
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
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