

# INSTRUCTIONAL PROGRAMS

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## SERIES 7000

<b>Preface</b>	<b>7000</b>
<b>Reports to the Board of School Trustees</b>	<b>7100</b>
<b>Curriculum</b>	<b>7200</b>
Development and Modification	7210
Evaluation	7220
Curriculum Program Plans	7230
Waiver of Curriculum and Textbook Regulations	7240
<b>Special Education</b>	<b>7300</b>
Least Restrictive Environment	7301
Educational Surrogate Parent	7302
Entrance Requirements	7310
Evaluation and Placement	7320
<b>Extension of Education</b>	<b>7400</b>
Summer School	7410
Continuing Education	7420
Postsecondary Enrollment Program	7425
<b>Instructional Materials</b>	<b>7500</b>
Textbooks	7510
Textbook Rental Program	7511
Supplemental Instructional Materials	7520
Objection to Instructional Materials	7530
Copyright Provisions	7535
Electronic Information, Services, and Networks (Internet Access)	7540

Computer Technology and Social Media	7541
Wireless Access	7542
1 to 1 Laptop Acceptable Use and Guidelines	7543
<b>Instructional Methods</b>	<b>7600</b>
Advanced Placement Homework	7602
Homework	7650
<b>Grading System</b>	<b>7700</b>
Standardized Grading Scale	7705
<b>Student Surveys, Analysis, or Evaluations of School Programs</b>	<b>7800</b>
<b>School Assembly Programs</b>	<b>7900</b>

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# INSTRUCTIONAL PROGRAMS

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## SERIES 7000

### **7000 - PREFACE**

The Board of Trustees believes in providing an instructional program to meet the educational and developmental needs of all students. Such a program shall be provided within the financial and legal constraints imposed upon the board.

### **7100 - REPORTS TO THE BOARD OF SCHOOL TRUSTEES**

Reports to the Board of Trustees from administrative or instructional personnel concerning curriculum and instruction will be requested from time to time.

The Superintendent shall write a year-end report of activities and significant accomplishments of the school corporation. This report is to reflect the corporation-level as well as building-level accomplishments for the school year based upon the objectives adopted the previous fall.

## **7200 - CURRICULUM**

### **7210 - DEVELOPMENT AND MODIFICATION**

The curriculum serves as the "roadmap" for the educational direction and is fundamental to the success of the educational process. Changes in the curriculum have a significant impact upon the entire school process. The development of and modification in the curriculum of Clay Community Schools should be made in a formal and systematic manner. Therefore, the board, professional staff, students, and members of the community should have clearly defined roles and opportunities to participate in the process.

IC 20-30-5-21 prohibits an accredited school from offering, supporting, or promoting any student program, class, or activity which provides instruction contrary to any curriculum required to be provided as mandatory curriculum in IC 20-30-5. This curriculum includes morals instruction, bullying prevention, safety, hygiene, drugs, AIDS, and human sexuality promoting abstinence as a way to avoid sexually transmitted diseases.

The Assistant Superintendent will develop and implement a curriculum planning strategy. All curricular-related activities will be reviewed and approved by the Central Curriculum Committee. The Central Curriculum Committee is a voluntary committee, which will be authorized by the Board of School Trustees to review curricular matters. The Central Curriculum Committee will serve to meet the regulatory obligations for curriculum review. Specific responsibilities of the Central Curriculum Committee are outlined in Appendix E.

(Revised September 10, 2015)

### **7220 - EVALUATION**

In addition to the continuous evaluation of the curriculum necessary to meet the needs of the students and in the development and modification of the curriculum, Clay Community Schools will comply with all rules and regulations established by State and federal agencies.

### **7230 - CURRICULUM PROGRAM PLANS**

A program plan (curriculum guide) will be developed and maintained and will represent the current instructional program for Clay Community Schools. The program plan will provide administrators, teachers, students, and parents with information about the entire instructional program.

The program plan shall provide the philosophy of Clay Community Schools relative to that subject area, as well as the sequential objectives to be taught in all subjects and grade levels and therefore will assist educators in providing continuity of instruction. Failure of administrators and/or teachers to be cognizant of and in compliance with the adopted curriculum program plans will constitute insubordination.

### **7240 - WAIVER OF CURRICULUM AND TEXTBOOK REGULATIONS**

Any request for a waiver of local or state curriculum and textbook regulations must first be presented and approved by the Board of Trustees. This applies to any school-level request as well as any corporation-level request.

## **7300 - SPECIAL EDUCATION**

A program of special education will be conducted to meet the needs of disabled children from age three (3) through age twenty-one (21). Clay Community Schools will provide its own Special Education program under the direction of the Director of Special Services.

### **7301 – LEAST RESTRICTIVE ENVIRONMENT**

Students with disabilities, including those in public or private residential institutions and other care facilities located in the attendance area of the school corporation, shall be educated and participate in academic, non-academic, and extra-curricular activities with non-disabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effect of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes, with the use of supplementary aids and services, cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

(Legal References: 20 U.S.C. 1412(a)(5); I.C. 20-35-2-1; 34 C.F.R. Section 300.305; 511 I.A.C. 7-27-9; 34 C.F.R. Sections 300.550-300.556)

### **7302 – EDUCATIONAL SURROGATE PARENT**

The school corporation shall ensure that a pool of educational surrogate parents is available so that an educational surrogate parent may be appointed, when necessary, to protect the rights of students with disabilities. An educational surrogate parent shall be appointed when the student's parent(s) are unknown; when the whereabouts of the parent(s) is unknown; when, after reasonable efforts, the student's parent(s) cannot be located; or, when the student is a ward of the State of Indiana. The educational surrogate parent may represent the student in all matters relating to the identification, evaluation, educational placement, and provision of a free appropriate public education.

Any person assigned as an educational surrogate parent shall not be an employee of a public or private agency involved in the education or care of the student or have any interest that conflicts with the student. The educational surrogate parent shall match the student's cultural and linguistic background to the extent possible and shall possess the knowledge and skills necessary to adequately represent the student.

(Legal References: I.C. 20-35-2-1; 20 U.S.C. 1415(b)(2); 34 CFR §300.515; 511 IAC 7-24-1)

### **7310 - ENTRANCE REQUIREMENTS**

- A. A student must be a resident of Clay Community Schools or a legal transfer approved by the Superintendent.
- B. A student must be three (3) years of age on or before June 1.
- C. A student must be disabled as defined in Article 7, General Commission on Education of the State of Indiana.

### **7320 - EVALUATION AND PLACEMENT**

- A. Evaluation will be in compliance with rules and regulations as set forth in Article 7, General Commission on Education, the State of Indiana, and the procedures established by the Board of Trustees.
- B. Placement will be recommended by the Director of Special Services after consultation with the case conference committee within procedures established by the Superintendent of Schools.

## **7400 - EXTENSION OF EDUCATION**

### 7410 - SUMMER SCHOOL

A summer school program may be conducted in Clay Community Schools in accord with the needs of the students, the rules and regulations of the Indiana Department of Education, and the financial status of the school system. The summer school program may include remediation, enrichment, special interest, and secondary make-up courses.

### 7420 - CONTINUING EDUCATION

Additional educational programs may be offered directly by Clay Community Schools and/or other educational agencies. Details of these educational programs shall be handled by the Director of Student/Community Programs.

### 7425 - POSTSECONDARY ENROLLMENT PROGRAM

A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time or part-time basis during grade 11, grade 12, or both.

A student may be entitled to credit toward graduation requirements for each course the student successfully completes at that institution in accordance with the contract for dual credit with the eligible institution the student is attending. The student's school records must indicate that the credits were earned at an eligible institution.

(Legal Reference: I.C. 20-30-11-8; 511 IAC 6-10-4)

## **7500 - INSTRUCTIONAL MATERIALS**

The Board of Trustees is committed to the development of an informed and responsible citizenry. As elected community officials, the Board of Trustees recognizes its responsibility to be sensitive to community standards in the performance of its duties. The Board of Trustees also recognizes that, in a pluralistic society, differing points of view exist which cannot be ignored because of partisan or doctrinal preferences. Thus, the Board of Trustees affirms each student's right of access to materials which may reflect a variety of values and entrusts to the professional judgment of the administration and teaching staff the selection of appropriate required instructional materials.

### **7510 - TEXTBOOKS**

The Curriculum Coordinator will recommend to the board the adoption of all textbooks. In the selection of such textbooks, he/she will enlist the cooperation of special committees of teachers, principals, parents, and representatives from student and community groups as he/she deems appropriate and in compliance with Indiana Code.

### **7511 - TEXTBOOK RENTAL PROGRAM**

Textbooks will be made available to all students by means of a textbook rental program. The Board of Trustees will annually determine the textbook rental fee. The rental fee shall be paid upon class registration or through a planned program of payment throughout the school year. Parents or guardians may apply for free textbooks as provided for by the state and federal guidelines. Parents are informed at the beginning of each school year of the procedures they must follow to apply. Successful applicants will have their textbook rental fees paid by the State of Indiana. Parents or guardians are responsible for costs or fees incurred due to loss or destruction of textbooks or rented devices.

#### **Non-Payment Provision:**

The school corporation will take whatever steps are necessary, including filing suit and utilizing a collection agency, to receive payment for textbook rental/fee charges. The school corporation will make provisions for time payments within the current school year for parents unable to pay the entire amount at one time. At the end of each school year a balance will be considered delinquent and any balance greater than \$25.00 will be referred to a collection agency. The school corporation will write off delinquent accounts with a balance of \$25 or less if a student is no longer enrolled; however, for students with continued enrollment, a balance of \$25 or less will roll over to the next school year.

(Revised October 9, 2014)

### **7520 - SUPPLEMENTAL INSTRUCTIONAL MATERIALS**

Supplemental instructional materials will be selected for classrooms and libraries in accordance with the following:

1. These materials shall be chosen for their ability to enrich, reinforce, and supplement the curriculum for the classroom.
2. Materials shall not be excluded because of the race, nationality, or the political or religious views of the writers.

### **7530 - OBJECTION TO INSTRUCTIONAL MATERIALS**

The Board of Trustees shall not allow a citizen, group of citizens, or parent determine the accessibility of adopted textbooks and supplemental instructional materials for students other than their own children. However, the Board of Trustees does recognize the right of an individual parent to restrict his/her child from using those materials, provided a written request is made to the appropriate building principal.

Criticisms of instructional materials shall be submitted in writing to the Superintendent of Schools. Allegations thus submitted will be examined in accordance with a written procedure approved by the Board of Trustees. The complete Materials Selection Policy is included in Appendix N.

The final decision for the removal or modification of any instructional materials shall rest with the Board of School Trustees.

## 7535 - COPYRIGHT PROVISIONS

### Copyright and Fair Use Guidelines

Clay Community Schools shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights" and other relevant federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Employees and students may create multimedia works for face-to-face instruction, directed self-study, or remote instruction provided that the multimedia works are used only for educational purposes. All works must be stored on secure school corporation websites. These works should not be available to the general public.

The following portion limitations must be adhered to:

1. Printed Material
  - Poem less than 250 words; 250-word excerpt of poem greater than 250 words
  - Articles, stories, or essays less than 2,500 words
  - Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less)
  - One chart, picture, diagram, or cartoon per book or per periodical issue
  - Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book
2. Music, Lyrics, and Music Video
  - Up to 10 percent but not more than 30 seconds
3. Motion Media
  - Up to 10 percent or 3 minutes, whichever is less
  - Clip cannot be altered in any way
4. Photograph or illustration
  - A photograph or illustration in its entirety but no more than five images by the same artist or photographer. When using photographs and illustrations from a published collective work, you may use no more than 10 percent or 15 images, whichever is less.
5. Database or Data Table
  - Up to 10 percent or 2,500 fields or cell entries, whichever is less
6. Internet
  - Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. Any resources you download must have been legitimately acquired by the Website.
  - Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations.
  - Copying information from one Internet website onto another Internet website is not permissible.
  - Creating a link to another website is permissible.
  - Using copyrighted information from the Web in multimedia projects is permissible.
  - Until further clarification, employees and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.
7. Copying and Distribution Limitations
  - Do not post multimedia projects claiming fair use exemption on an unsecured website
  - Employees may use educational multimedia projects created for educational purposes for a period of up to two years after the first instructional use with a class.
8. Creating presentations with copyrighted materials
  - You need to include an opening screen in addition to your works cited page at the end of the presentation.  
**Your opening screen should say:**  
**NOTICE: The following presentation contains copyrighted materials used under the Multimedia Guidelines and Fair Use exemptions of U.S. Copyright law. Further use is prohibited.**
  - Fair use guidelines strongly advise obtaining permission from copyright owners whenever

possible. Acknowledgement of copyright, including copyright symbol ©, is required. Penalties may be imposed for unauthorized copying or use of audio, visual, or printed material and computer software without following the fair use guidelines.

- Fair use applies only to teacher- or student-created items for instructional or educational purposes. For fair use to apply, work must be for instructional purposes, not for personal use.

(Revised November 13, 2014)

A complete copy of the copyright policy is attached in Appendix   J  .

#### 7540 - ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (INTERNET ACCESS)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Clay Community Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines for proper use and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Corporation-provided Internet access must first have the permission of and must be supervised by Clay Community Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Clay Community Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Corporation policy and rules may result in student or other user loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Clay Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of students in Clay Community Schools shall be provided with the following information:

Clay Community Schools is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that benefits of student access to the Internet exceed its disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, Clay Community Schools makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

See Appendix M for Terms and Conditions for Internet Access.

#### 7541 - COMPUTER TECHNOLOGY AND SOCIAL MEDIA

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

Students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and,

recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Corporation policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Corporation's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.

However, personal access and use of social media, blogs, or chat rooms from the Corporation's network is expressly prohibited and shall subject students to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the Corporation's network to increase awareness of Corporation programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

See Appendix M for Terms and Conditions for Internet Access.  
(Policy approved November 10, 2011)

#### 7542 – WIRELESS ACCESS

##### **This Policy applies to:**

Any and all users of the Clay Community Schools (CCS) wireless network, this includes, but is not limited to, all employees, students, and guests.

##### **Overview:**

This policy acts as an addendum to the CCS Acceptable Use policy by including information regarding the use of the wireless network and Internet access. This policy is designed to protect wireless users and to prevent inappropriate use of wireless network access that may expose CCS to multiple risks including viruses, network attacks and various administrative and legal issues.

It is the intention of the Technology Department of Clay Community Schools to provide a high level of reliability and security when using the wireless network. Wireless Access Points provide shared bandwidth and so, as the number of users increases, the available bandwidth per user decreases. Network reliability is determined by the level of user traffic and accessibility. The wireless network is considered to be supplemental access to the CCS network. Personal devices will not be supported by Clay Community Schools Technology department. If using a personal device, the owner of the device is responsible for configuring and setting up the connection to the CCS wireless network.

We reserve the right to adjust the access and usage policy and guidelines as necessary, for the sole benefit of the CCS wireless users to provide a safe and reliable computing environment and ensure high quality secured services. It is the responsibility of all persons using the Wireless Internet Access network to be familiar with this policy and the CCS Acceptable Use Policy.

##### **Requirements:**

Understand and agreement of the CCS wireless access policy and CCS Acceptable Use Policy

To connect to the CCS wireless network you need a wireless network adapter capable of supporting 802.11 a/g/n and WPA/WPA2 authentication

Make sure the latest updates have been applied to device.

If using a laptop, Anti-virus software is required to be installed with the latest anti-virus definitions.

Ability to follow the instructions provided to make sure your computer has the correct settings and necessary hardware.

##### **Procedures:**

After reading the policy and signing the form you will be given instructions on how to connect to the CCS wireless network.

##### **Monitoring:**

We reserve the right to monitor and log communications on a per connection basis to ensure proper usage of network resources.

##### **Acceptable Wireless Use:**

Wireless access is limited to Internet access only. All Internet traffic will be filtered and require authentication.

**Unacceptable Wireless Use:**

Downloading copyrighted materials or items like games, movies, music, videos, programs, etc., from file sharing sites or applications such eMule, Limewire, bit torrent or any other P2P software.

Online gambling or gaming over the network.

Downloading or viewing pornography.

Running Servers, daemons, VPN, Remote Desktop, or proxy services on the wireless network is prohibited.

Any other such arrangement to enable more than one computer to access the network via your connection is prohibited, each use is limited to only one connection.

Users may not use the network to access computers or files that do not belong to them.

Any type of service which might negatively impact the overall performance of the wireless network will not be tolerated.

Running any unauthorized data packet collection programs on the wireless network to intercept or attempt to intercept other wireless transmissions is prohibited.

Any type of illegal activity

**Risk of Non Compliance**

Network access may be suspended until the issue or situation can be rectified.

If a virus is found on the CCS network that originates from your device, we will terminate your wireless access without notification.

If you are found using someone else's account, your account and the individual's account will be disabled for a certain period of time depending on the infraction.

**Conclusion:**

Use of the CCS wireless network is entirely at the risk of the user. CCS disclaims any and all liability for all damages resulting from use of the wireless network.

No device should be left unattended, even for brief periods of time. We assume no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used on any of CCS's facilities.

All Unauthorized connections to the CCS network will be banned if they do not have permission from the CCS Technology Department.

(Policy approved May 17, 2012)

**CLAY COMMUNITY SCHOOLS  
AGREEMENT FOR WIRELESS NETWORK/INTERNET USE**

**STUDENT**

I have read, understand and will abide by Clay Community Schools' Policy on Wireless Network/Internet Use. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my wireless network access and/or Internet account may be revoked, restricted, or suspended. Additionally, school disciplinary action may be taken as well as appropriate legal action.

Student Name (please print): \_\_\_\_\_

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

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

**PARENT OR GUARDIAN**

**(Student use of corporation provided Wireless Access requires that a parent or guardian also read and sign this agreement.)**

As the parent or guardian of this student, I have read Clay Community Schools' Policy on Wireless Network/Internet Use. I understand that this access is designed for educational purposes. Clay Community Schools has taken precautions to eliminate controversial material. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Clay Community Schools responsible for materials acquired on the wireless network. I hereby give permission to issue a wireless account for my child. (If you do not want your child to use the CCS wireless network, do not sign this form.)

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLAY COMMUNITY SCHOOLS  
AGREEMENT FOR WIRELESS NETWORK/INTERNET ACCESS**

***FACULTY/STAFF:***

I have read, understand and will abide by the Clay Community Schools Policy on Wireless Network/Internet Use. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my Internet account may be revoked and school disciplinary action may be taken as well as appropriate legal action.

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Faculty/Staff Name (please print)

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User Signature

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School

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Date

## 7543 - 1 to 1 LAPTOP ACCEPTABLE USE AND GUIDELINES

The focus of the 1 to 1 laptop program for Clay Community Schools (CCS) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future.

The CCS Technology Acceptable Use Policies for Clay Community Schools and the signed agreement for network/Internet access apply to the laptop. All students must adhere to CCS Technology Acceptable Use Policies.

Laptops are issued to students, but remain property of Clay Community Schools. The students are responsible for care and good judgment when using the laptop.

All students are required to adhere to the following CCS Technology Acceptable Use Policies that are specific to the laptops.

### **SECTION I – GENERAL TERMS AND CONDITIONS**

**1.1 Participation** – The program is mandatory for all student in grades 6 through 12. Use of the laptop will be required for many class projects. Students are expected to bring their laptops to school, fully charged, every school day.

**1.2 Distribution and Check-In** – Students will receive their laptop in the fall and return them during the final week of school so that they can be checked for serviceability. The laptop is assigned to the student for the duration of his/her enrollment in Clay Community Schools or until it is removed from district inventory. Individual school laptops and accessories must be returned to Clay Community Schools IT staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Clay Community Schools for any other reason must return their individual school laptop on the date of termination.

**1.3 Financial Responsibility** - If a student fails to return the laptop at the end of the school year or upon termination of enrollment at Clay Community Schools, they are subject to financial liability until the laptop is returned or associated fees are received. The student will pay the replacement cost of the laptop, or, if applicable, any insurance deductible. Failure to return the laptop within 5 working days after un-enrollment from Clay Community Schools will result in a theft report being filed with the Clay County Sheriff's Department. Furthermore, the student will be responsible for any damage to the laptop. Any physical damage, intentional or not, to the laptop will be reported to the Technology Director or designee immediately. The student listed below understands that if she/he is found to be the cause of deliberate or accidental damage or loss of the laptop she/he will be responsible for repair or replacement cost not to exceed an amount of \$500.00.

**1.4 Supplies**- Students will be supplied with a laptop and a protective sleeve. They are required to use this sleeve while in and out of school.

**1.5 Internet Filtering and Monitoring**- Each laptop will be monitored and will be subject to Internet filtering according to School Corporation's policies. School administrators will be able to view installed applications and websites visited. If students attempt to access blocked sites, the Director of Technology will be notified. Students are to follow all guidelines from the CCS Acceptable Use policy for Technology when using the laptop, whether at school, at home, or elsewhere.

**1.6 Applications/Software**- Clay Community Schools will pay for (and retain ownership of) all software necessary to make full use of the laptops as educational tools. The laptop is an instructional device. Selected applications that are installed on any district laptop must align with CCS educational purpose.

**1.7 Student Responsibility** – It should be understood that the laptops are for educational use only, and students found to be using school laptops improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all of the examples of prohibited uses can be found in Section III.

**1.8 Insurance** – In order for students to take the laptop home with them the student must provide proof of insurance for the laptop. The insurance maybe added to your current homeowner/renters insurance policy or insurance may be purchased from the following website. <https://my.worthavegroup.com/clayin>.

## **SECTION II – CARE OF 1 to 1 LAPTOPS**

### **2.1 General Precautions**

- The laptop is school property and all users will follow this policy and the CCS Acceptable Use policy.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquid.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not placed by CCS Staff.
- Laptops must never be left in an unlocked home, car, or any unsupervised area outside of school.
- The laptops are sensitive to moisture and extreme heat. It must not be left in a car or location where it will be damaged and must be kept dry and away from sources of water such as sinks, bathtubs and pools.
- Every effort will be made to prolong the condition of the laptop. For example, to extend the battery life of the laptop, do not let the battery drain completely. It is best not to allow the battery to drain below 20% charge.
- Laptops may be selected at random for inspection to confirm compliance to all Clay Community Schools Acceptable Use Policies.

**2.2 Carrying Laptops** – The laptops will be provided protective sleeves. Students are required to keep laptops in the protective sleeves when carried. Students are not to use the laptops while walking.

**2.3 Damage** – In case any damage to the laptop does occur, students are to inform the Technology Director or designee immediately so that proper precautions and repairs may be made.

## **SECTION III – STUDENT EXPECTATIONS**

**3.1 Laptops Left at Home** – Laptops will be part of students' required school supplies, and students who leave them home will be considered unprepared. If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present.

**3.2 Charging your Laptop's Battery** - Laptops must be brought in to school each day fully charged. Laptop batteries will last a full school day.

**3.3 Wallpaper/Background Photos** – Inappropriate media may not be used as a wallpaper or background photo. Inappropriate language, offensive phrases, sexually suggestive images, weapons, alcohol or drug-related images are unacceptable and will result in disciplinary action.

### **3.4 Sound or Music**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptops for use in media projects.
- Personal music should not be stored on the laptop but can be accessed using a USB drive with permission from the staff.

**3.5 Software** – Software is only allowed to be installed by CCS IT Staff. Students are not to load software on the laptops.

**3.6 Camera Use** – Students may use their laptop cameras and microphones only under the direction and supervision of a teacher. Students are not to take pictures, audio, or video of themselves, staff, or other students unless expressly directed by a teacher. Any unauthorized use of cameras or microphones will be subject to disciplinary action.

**3.7 Passcodes** – CCS takes privacy of student data very seriously. Students are required to keep their passwords secret. Passcodes should only be shared with parents or school staff.

**3.8 Other Prohibited Uses** – The following activities are expressly prohibited while using school provided technology:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
- Attempting to gain access to other student's accounts, files, or data
- Listening to music, playing games, watching videos or browsing the web during class

- Deleting apps provided by CCS
  - Removing any configuration profiles provided by CCS
  - Removing identifying stickers or marking from laptops or sleeves
  - Use of school Internet/email accounts for non-school-related uses
  - Connecting personal Internet/email accounts to the laptop
  - Giving out any student's personal information, for any reason, over the Internet. This includes, but is not limited to, names, addresses, phone numbers, email addresses, or pictures
  - Sending unsolicited messages to other students
  - Using laptops for non-educational purposes during the school day
  - Using laptops at any time when teachers or staff have prohibited their use
  - Using laptops at any time when a student's parents have prohibited their use
  - Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including both physical damage and damage caused by downloading viruses, spyware, or other malware
- (Policy approved June 12, 2014)

## Student/Parent Agreement for 1 to 1 laptops

*Sign and return this page*

By signing below, both parents and students enrolled in the 1 to 1 laptop program agree to all the conditions and guidelines set forth in the 1 to 1 laptop Acceptable Use Policy. You pledge the following:

- I will take good care of my laptop
- I will never leave the laptop unattended in a public or unsupervised space outside of school
- I will know where my laptop is at all times
- I will charge my laptop's battery daily before coming to school
- I will keep food and beverages away from my laptop to prevent damage
- I will not disassemble any part of my laptop or attempt any repairs
- I will protect my laptop by only carrying it in the protective sleeve provided by the school
- I will only use my laptop in ways that are appropriate and that meet CCS expectations, which are educational
- I will not place decorations (such as stickers or drawings) on the laptop
- I will not remove or deface the CCS stickers on the laptop or protective sleeve
- I will not remove any software or data placed on my laptop by CCS
- I understand that my laptop is subject to inspection at any time without notice and remains the property of CCS
- I understand that my laptop, software, and Internet use are subject to monitoring and filtering
- I will follow the policies outlined in the 1 to 1 laptop Acceptable Use Policy and the CCS Acceptable Use Policy, and the schools' technology policy while at school, as well as outside the school day
- I will be responsible for all damage or loss to the laptop while it is in my care
- I will return the laptop in good working condition upon transfer or completion of the school year

***I agree to the stipulations set forth in the 1 to 1 laptop Acceptable Use Policy, the CCS Acceptable Use Policy, and the Student/Parent Agreement for 1 to 1 laptops (above). I hereby understand that I am fully financially responsible for any non-normal wear and tear, as determined by the administration, and am responsible for monitoring my child's technology use outside of school.***

Student Name (print): \_\_\_\_\_ Student#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sign and return this page*

## **7600 - INSTRUCTIONAL METHODS**

Clay Community Schools is not committed to any single method of teaching. Teachers are expected to make their own contributions in a manner most effective for them and their students. Successful teaching manifests itself in the growth and development of children. Such teaching safeguards the personal integrity and emotional stability of the pupil.

Experimentation and use of new techniques is encouraged if based upon sound research findings and with the cooperation and approval of the principal, department chairpersons, and the Curriculum Coordinator.

Weekly lesson plans are recommended and should be made in advance. Teachers are also requested to plan in terms of the monthly and semester organization of their work.

The curriculum, as defined in the Clay Community Schools' Curriculum Guide, shall be the basis for instruction in all classes.

### 7602 - ADVANCED PLACEMENT HOMEWORK

Pre-Advanced Placement and Advanced Placement courses are rigorous courses for students that are self-motivated, want to be challenged with college level work, and possess the appropriate academic skills needed to be successful in the Advanced Placement program.

Students enrolled in Advanced Placement courses may be given homework assignments over summer vacation in order to help prepare them for the Advanced Placement Exams. Instructors of Advanced Placement courses will make every effort to communicate and provide feedback to students with regard to instruction and assessments throughout the timeframe of the course(s). This includes summer homework course commitments.

(Approved November 11, 2010)

### 7650 - HOMEWORK

Clay Community Schools believes that reasonable assignments of homework on a regular basis can be a valuable learning experience. The assigned work can be very beneficial to the student if the homework has a pertinent and relevant purpose. The homework should be an extension of class work and should be related to the objectives of the curriculum. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work.

It is important that the student understand clearly how to complete the assignment; therefore, teachers should spend sufficient class time for explanation of the homework to be completed. Learning abilities of the students should be taken into consideration, and the materials needed to complete the assignment should be available.

After homework has been assigned, it is important that the assigned work be discussed, evaluated if applicable, and returned to the student within a reasonable length of time. The assigned work can only be beneficial to the student if evaluation of the homework is complete and corrective action is taken.

Homework assignments may be given over school vacation periods, but the teacher should avoid assigning major assignments immediately before the vacation and expect completion on the day the student returns. Adequate time should be allowed for the student to complete the assignment either before the vacation begins or after he returns. Vacation periods are defined as any time school is closed for a three-day weekend or longer. Any questions about the appropriateness of the assignment should be discussed with the building principal before the assignment is given.

**7700 - GRADING SYSTEM**

Academic performance reports of pupil progress shall be made to parents of all children enrolled. These reports shall include grade card reports, and may also include teacher/parent conferences, and/or other written reports. Grade card reports shall be made to parents at least six times a year in grades K-12.

7705 - STANDARDIZED GRADING SCALE

In an effort to establish consistency in grading practices throughout Clay Community Schools, to make the best use of the student data management system, and to provide a clear, valid and reliable system of grading for teachers, students and parents, the following grading scale is required:

<u>Percent</u>	<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Range</u> (Maximum and minimum range within which a letter grade will be assigned)
100	A+	4.0	4.000
93-99	A	4.0	4.000 to 3.834
90-92	A-	3.67	3.833 to 3.500
88-89	B+	3.33	3.499 to 3.167
83-87	B	3.0	3.166 to 2.834
80-82	B-	2.67	2.833 to 2.500
78-79	C+	2.33	2.499 to 2.167
73-77	C	2.0	2.166 to 1.834
70-72	C-	1.67	1.833 to 1.500
68-69	D+	1.33	1.499 to 1.167
63-67	D	1.0	1.166 to 0.834
60-62	D-	.67	0.833 to 0.500
59 and below	F	0.00	0.499 and below

**COMPUTING SEMESTER GRADES:**

Semester grades are figured on a ratio of 2:2:2:1 for each grading period and final exam. Each six week grade is equivalent to 2/7 (two-sevenths) of the semester grade. The final exam is equivalent to 1/7 (one-seventh) of the semester grade. Each six week grade is approximately 28.6 percent of the semester grade (28.57142%) and the final exam is approximately 14.3 percent of the semester grade (14.28571%). A numerical equivalent is assigned to each letter grade given at the six weeks and final exam and an arithmetic average is computed. That average falls into one of the ranges and that range is then re-converted to a letter grade. For example:

1 <sup>st</sup> 6 weeks	2 <sup>nd</sup> 6 weeks	3 <sup>rd</sup> 6 weeks	Final Exam	Semester Grade
C+	B-	B	C	
2.333 ( x 2)	2.667 ( x 2)	3.000 ( x 2)	2.000 ( x 1)	
4.666	5.334	6.000	2.000	
TOTAL = 18.000 divided by 7 (to compute the average) = 2.571 =				B-

(Approved June 10, 2010, Revised February 9, 2012)

## **7800 - STUDENT SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS**

In addition to any other rights with respect to the inspection of instructional materials, the parents or guardian of a child enrolled in Clay Community Schools shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

No survey, analysis or evaluation, as a part of any school program or curriculum, shall be distributed without prior written consent of the student's parent or guardian, which reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sexual behavior and 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 and 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 affiliations.

The building principal shall assume responsibility for approving the distribution and use of any survey in his/her building. Any complaints arising under this policy may be submitted in writing to the building principal or to the Superintendent of Schools. Parental Consent form is located in Appendix L.

## **7900 – SCHOOL ASSEMBLY PROGRAMS**

1. Any assembly or out of school program requiring the district to enter into a contract and/or to participate with an external organization must be approved in advance by the Superintendent or her/his designee.

2. Building principals must complete a request for approval of assembly programs covered under this policy that includes the following information:

- A statement describing the educational, cultural and/or entertainment value of the assembly activity, and the amount of time the assembly or performance will take from the instructional day.
- A clear and complete description of the content of the performance or presentation.
- Language requiring that any materials distributed to students must be submitted for approval by school administration at least three working days prior to the scheduled performance or presentation.

3. The requesting administrator must be in attendance at the assembly and he/she shall be responsible for halting the performance or presentation if its content is not consistent with the agreed-upon provisions of the contract, violates board- or school-level policy and/or presents any issue with risk for students or other potential liability.

(Policy Approved January 9, 2014)