

SECTION 500 – EDUCATION SERVICES

EDUCATIONAL SUPPORT

POLICY 520

ARTICLE 1 TEXTBOOKS

- A. All textbooks used in the Platte Canyon School District shall be adopted for use by the Board of Education.
- B. The Superintendent or designee, as part of the curriculum evaluation-revision-implementation process, shall establish criteria for the selection of textbooks. At a minimum, the following criteria are to be included:
1. The text is closely aligned with adopted content standards;
 2. The text and accompanying materials provide a general framework for the particular course or program of study;
 3. The text's content is accurate;
 4. The text's readability level is appropriate for the students who will use the text;
 5. The text includes provisions for slower learners and for the exceptionally able learner;
 6. Insofar as possible, multiethnic materials which depict a pluralistic society should be selected;
 7. Attention is given to equity in sex roles depicted in the materials;
 8. The text layout and presentation is likely to hold student interest;
 9. The cost is consistent with other texts for the level and subject.

ARTICLE 2 SUPPLEMENTAL CLASSROOM MATERIALS

- A. The Board recognizes that knowledge is changing and expanding, that the learning styles of students vary, and that individualizing of student instruction may require use of materials and resources that supplement text materials. Supplemental materials include, but are not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, videotapes, software and internet resources. Teachers may use these resources, consistent with Board of Education policy, school rules, directives of the Principal, and the following restrictions:
1. The materials support the established curriculum or assigned instructional responsibilities of the teacher;
 2. The materials are age, grade, and subject appropriate;
 3. Internet website access is screened and closely monitored to avoid any pornographic or age inappropriate access;
 4. Principals must approve any "R" or "PG-13 rated film, video or other medium. Parents shall be provided notice and provided opportunity to have their children excluded when a "PG", "PG-13", or "R" rated film, video or other media is to be shown.

References:

C.R.S. 22-32-109 (l) (t) Board duty to determine educational program
C.R.S. 22-32-110(1)(o, p, q, r) Board authority – materials, supplies, immoral exclusions
47 USC 201 Communications Decency Act of 1995
Adopted 2/9/94; Revised: January 15, 2003; Revised April 2, 2003

SECTION 500 – EDUCATION SERVICES

EDUCATIONAL SUPPORT

POLICY 520

- B. The Board recognizes the right of an individual parent to request that his/her child not have to read a given book. Upon written request from a parent/guardian, the teacher shall determine an alternate book for the student to read to complete requirements.
- C. Copyrighted Materials and Software Piracy
1. In creating supplemental materials, staff must adhere to copyright regulations and standards imposed by United States Copyright law. The doctrine of “Fair Use” Section 107 of the copyright law allows for the reproduction, within limitations, of copyrighted works for teaching, scholarship, or research without owner permission. Four criteria have to be considered in determining whether the reproduction is applicable under “Fair Use”:
 - a. Purpose and character of the use;
 - b. Nature of the copyright work;
 - c. Amount and substantiality of the portion used in relation to the copyrighted work as a whole;
 - d. Effect of the use upon the potential market for or value of the copyrighted work.
 2. Principals shall be responsible for informing staff that they must adhere to copyright law. They shall establish procedures for assuring that copyright violations do not occur. If a violation is found, the violator is to be informed and a written directive issued that requires that the practice be stopped. Any further violation shall be grounds for disciplinary action and grounds for dismissal from employment.

ARTICLE 3 LIBRARY MEDIA SERVICES

- A. Instruction at each school shall be supported by a library of books, materials, software, and other educational resources appropriate for the level of the students. Library collections are to include a wide range of content, interest and readability levels.
- B. Proposals for library purchases may be based upon teacher requests, children’s literature guides or award lists. Books proposed for purchase shall be approved by each school faculty prior to purchase.
- C. Parents may request that their children not read any particular book (see Article 2B).
- D. A parent, citizen or staff member may request that a book be removed from a library by completing a written statement indicating the nature of the concern. When such a request is made, the Principal shall form a committee that includes the Library Manager, Chair of the SAC or designee, two faculty members and a community member appointed by the Principal to review the book’s content and the concern. The committee shall recommend that the book be removed, be moved to a library for older readers, or be retained in the collection. The Principal shall determine the action to be taken based upon the committee’s recommendations and shall notify the individual filing the complaint. The Principal’s decision may be appealed with the Board of Education. The Board’s decision shall be final.
- E. Books proposed to be “weeded” (damaged, not read, etc.) each year from the library collection shall be approved by each school faculty prior to removal.

References:

C.R.S. 22-32-109 (l) (t) Board duty to determine educational program
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EDUCATIONAL SUPPORT

POLICY 520

ARTICLE 4 GUIDANCE AND COUNSELING

- A. The District shall provide services, (appropriate for the age of students enrolled), to assist students with educational and career decisions, to promote positive school behaviors, to provide students with skills for appropriate conflict resolution, to prevent bullying and harassment behavior, to provide personal short-term counseling for students, and to assist students and parents in obtaining needed mental health or social services.
- B. The high school's services shall include information to assist students with college decisions and information to assist them with identifying potential financial resources to pursue post-secondary education.
- C. A non-licensed, but adequately trained, staff member may manage the high school career/post-secondary information center.
- D. Staff may be employed for Guidance and Counseling Services within budget parameters set by the Board of Education. A job description, including qualifications, for each Guidance and Counseling Services position shall be on file in the District's Personnel Office.

ARTICLE 5 TECHNOLOGY AND COMPUTERS

- A. Computers, educational software and internet sites are considered valuable tools that broaden curriculum content and resources; that accommodate individual learning styles and levels; that assist with assessment of learning; that allow for tracking of student achievement; that allow for communication with others throughout the world; and that prepare students for life-long learning and today's technologically oriented society. The use of these tools is encouraged to facilitate student attainment of learning expectations and to create a high level of technological literacy.
- B. To the extent feasible, within the limits of available budget resources and other sources of funds, each school shall obtain the hardware, software and network connectivity to make technological tools available for student use for educational purposes.
- C. Each teacher, as part of his/her repertoire of effective teaching methods, shall attain sufficient computer literacy and knowledge of available curricular and instructional software to provide students the educational opportunities and advantages that these tools offer. The District, under the direction of the Program Improvement Director, shall provide training opportunities for teachers to attain this literacy and knowledge.
- D. While the use of technology offers numerous positive educational experiences, such technology may be misused, particularly the Internet. Each employee instructing, assisting, or observing students logged onto the Internet shall provide sufficient supervision to assure that no inappropriate or pornographic site or material is available or observed by students. Principals and the Technology Director shall be responsible for schools meeting legal requirements to install software blocking access to such sites
- E. All software loaded on any District computer shall be "legal" and licensed. No software shall be loaded onto a District computer or server without the approval of the Principal after consultation with District technology representatives.

References:

C.R.S. 22-32-109 (l) (t) Board duty to determine educational program
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SECTION 500 – EDUCATION SERVICES

EDUCATIONAL SUPPORT

POLICY 520

- F. Any student found to be loading unauthorized software, to be accessing or seeking to access pornographic Internet sites, or to be pirating software from District computers or servers, shall be disciplined including a prohibition from further computer use for the remainder of the school year or for a minimum of 18 weeks, whichever is longer.
- G. Staff found to be loading unauthorized software on a computer, to be accessing or seeking to access pornographic Internet sites, or to be pirating software from District computers or servers, shall be reprimanded, and may be suspended for a period of time without pay. A second offense shall be grounds for dismissal from employment.

References:

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