

Article 6

Series 6000

INSTRUCTION

|             |   | <u>Code</u>            | <u>Last Updated</u>  |
|-------------|---|------------------------|----------------------|
| INSTRUCTION |   |                        |                      |
| 0.          | Concepts and Roles .....                            | 6000 BP                | 09/16/09             |
| A.          | Schedules .....                                     | 6110                   |                      |
| 1.          | School Calendar .....                               | 6111 BP                | 09/16/09             |
| 2.          | School Day .....                                    | 6112 BP                | 09/16/09             |
| B.          | Curriculum .....                                    | 6140                   |                      |
| 1.          | Course of Study                                     | 6143 BP<br>6143 AR     | 07/18/12<br>07/12/17 |
| 2.          | Controversial Issues .....                          | 6144 BP<br>6144 AR     | 08/16/17<br>09/16/09 |
| 3.          | Extra-curricular and Co-curricular Activities ..... | 6145 BP                | 07/18/12             |
| a.          | Organizations/Associations .....                    | 6145.5 BP<br>6145.5 AR | 09/16/09<br>10/19/16 |
| C.          | Instructional Arrangements .....                    | 6150                   |                      |
| 1.          | Class Size .....                                    | 6151 BP                | 09/16/09             |
| 2.          | School Sponsored Trips (Field Trips) .....          | 6153 BP<br>6153 AR     | 09/16/09<br>09/16/09 |
| D.          | Instructional Services & Resources .....            | 6160                   |                      |
| 1.          | Equipment, Books and Materials .....                | 6161 BP                | 09/16/09             |
| a.          | Damaged or Lost Instructional Materials .....       | 6161.2 BP              | 09/16/09             |
| b.          | Use of Copyrighted Materials .....                  | 6162.6 BP<br>6162.6 AR | 09/16/09<br>09/16/09 |
| c.          | Student Use of Technology .....                     | 6163.4 BP              | 10/19/16             |

**CONCEPTS AND ROLES**

The Governing Board desires to provide a rich, standards-based curriculum that motivates every student to succeed. The Board shall adopt instructional goals and objectives which reflect CRY-ROP's philosophy and delineate the skills, knowledge and abilities students will need in order to lead successful, productive lives.

In order to offer career technical curriculum (CTE) that enables students to meet these goals, the Board shall establish curriculum priorities and guidelines for the ROP. These priorities shall be based on student needs as determined by labor market demand, demographics, data related to student achievement within ROP, and the recommendations of staff, business/industry advisors, parents/guardians, and community members.

State adopted standards of the CTE curriculum will be used in the implementation of instructional programs.

The Superintendent or designee shall establish a curriculum development process which provides for the ongoing development, review, evaluation, and revision of the ROP's curriculum in keeping with these priorities.

The Board shall:

1. Establish expected goals of student achievement
2. Approve the curriculum development process
3. Adopt the ROP curriculum and courses of study to be offered
4. Approve and allocate funds for instructional materials and resources
5. Establish certificate of competency requirements
6. Provide a continuing program of inservice education to keep certificated staff and the administration updated about curriculum issues, instructional strategies, and available instructional materials
7. Review and evaluate the instructional program on the basis of program quality reviews and frequent reports by the Superintendent or designee
8. Serve as principal advocate to the community for the career technical programs provided to all students

The Superintendent or designee shall:

1. Review research related to curriculum issues

**CONCEPTS AND ROLES (continued)**

2. Ensure the articulation of the curriculum between secondary and postsecondary education and the workplace
3. Determine the general methods of instruction and assessment to be used
4. Assign instructors and schedule classes for all curricular offerings
5. Direct the purchase of instructional materials and equipment
6. Evaluate and report to the Board on student achievement as demonstrated through completion and placement results and other types of assessment
7. Align curriculum to appropriate academic and Career Technical Education Standards

*Legal Reference:*

EDUCATION CODE

51000-51007 *Legislative intent, educational program*

52300-52335.6 *ROC/P*

CODE OF REGULATIONS, TITLE 5

3940 *Maintenance of effort*

4424 *Comparability of services*

10080-10092 *Community classroom*

10100-10111 *Cooperative vocational education*

11500-11508 *Regional occupational centers and programs*

UNITED STATES CODE, TITLE 20

2301-2414 *Carl D. Perkins Career and Technical Education Act of 2006*

6321 *Fiscal requirements/comparability of services*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2008-2012 State Plan for Career Technical Education

Regional Occupational Centers and Programs Operations Handbook

Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

WEB SITES

*Association for Career and Technical Education: <http://www.acteonline.org>*

*California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>*

*California Department of Education, ROC/P: <http://www.cde.ca.gov/ci/ct/rp>*

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

**SCHOOL CALENDAR**

Each school calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates.

The Superintendent, or designee, shall recommended to the Governing Board a school calendar that will meet the requirements of the law as well as the needs of the community, students, and personnel. The CRY-ROP calendar shall take into consideration the participating districts' recommended beginning and ending dates, holidays and breaks for each year.

Individual classes may start or stop based upon student enrollment, participating school schedules, or other factors that may influence class offerings.

Staff development days shall not be counted as instructional days.

The ROP calendar shall be developed before the beginning of each fiscal year, and shall be adopted by the Board by June of each year.

*Legal Reference:*

EDUCATION CODE

37200-37202 School calendar

37220-37223 Holidays

37252-37254.1 Summer school

37300-37307 Year-Round School Demonstration Project

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-37711 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

*Management Resources:*

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

**SCHOOL DAY**

The school day shall be arranged and scheduled by the administration so as to offer the greatest return educationally for time spent, within the limitations of school facilities and requirements of state law and regulations. CRY-ROP classes can be held during the morning, afternoon, or evening. Except as otherwise provided in Education Code 37288, "any class which is offered on a Saturday or Sunday shall be one offered during the regular Monday through Friday school week."

*Legal Reference:*

EDUCATION CODE

37670 Year-round schools

37288 Weekend classes

46010 Total days of attendance

46100 Length of schoolday

46110-46119 Kindergarten and elementary schools (day of attendance)

46140-46147 Junior high school and high school (day of attendance)

46160-46162 Alternative schedule - junior high and high school

46170 Minimum day - continuation schools

46180 Opportunity schools (minimum day)

46190-46192 Adult school (day of attendance)

46200-46206 Incentives for longer instructional day and year

52326 Minimum School Day for ROC(P)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

*Kindergarten Information, June 7, 2002*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*The Uses of Time for Teaching and Learning, October 1996*

*Extending Learning Time for Disadvantaged Students, August 1995*

NATIONAL EDUCATION COMMISSION ON TIME AND LEARNING PUBLICATIONS

*Prisoners of Time, April 1994*

WEB SITES

U.S. Department of Education: <http://www.ed.gov>

**COURSES OF STUDY**

The Governing Board recognizes that a well-aligned sequence of courses fosters academic progress and provides for the best possible use of instructional time. The ROP's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and the workplace.

The Superintendent or designee shall establish processes for ensuring the articulation of courses within the ROP. As necessary, he/she also shall work with representatives and postsecondary institutions to ensure articulation of courses with other institutions to which ROP students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The Superintendent or designee shall develop a process by which courses that meet college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. He/she shall maintain an accurate list of all current high school courses that have been so certified, and shall make updated lists readily available. (Education Code 51229, 66204)

*Legal Reference: (see next page)*

## **Instruction (continued)**

BP 6143(b)

### *Legal Reference:*

#### EDUCATION CODE

33319.3 *Driver education; CDE materials on road rage*  
33540 *Government and civics instruction in interaction with government agencies*  
48980 *Parental notifications*  
51202 *Instruction in personal and public health and safety*  
51203 *Instruction on alcohol, narcotics and restricted dangerous drugs*  
51204 *Course of study designed for student's needs*  
51204.5 *Social science instruction; history of California; contributions of various groups*  
51210-51212 *Course of study for grades 1-6*  
51220-51229 *Course of study for grades 7-12*  
51241 *Exemption from physical education*  
51911-51921 *Comprehensive health education*  
51930-51939 *Comprehensive sexual health and HIV/AIDS prevention instruction*  
51940 *Curriculum for brain and spinal cord injury prevention*  
53278-53280 *Supplemental School Counseling Program*  
60040-60052 *Requirements for instructional materials*  
66204 *Certification of high school courses as meeting university admission criteria*

#### HEALTH AND SAFETY CODE

11032 *Definition of dangerous drugs*

#### CODE OF REGULATIONS, TITLE 5

10020-10049 *Automobile driver education and training*

10060 *Physical education program*

#### UNITED STATES CODE, TITLE 20

6101-6251 *School-to-Work Opportunities Act of 1994*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

California Department of Education: <http://www.cde.ca.gov>

California State University, Admission Requirements: [http://www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school)

University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

University of California, List of Approved a-g

Courses: <http://www.universityofcalifornia.edu/admissions/freshman/requirements>

**COURSE OF STUDY**

Certification of College Preparatory Courses

The Superintendent or designee shall identify courses in career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
2. The Internet address for the portion of the CDE web site where students can learn more about career technical education
3. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6164.2 - Guidance/Counseling Services)*

4. The ROP website address for the portion of the site listing courses articulated with community colleges.



**CONTROVERSIAL ISSUES**

The Governing Board believes that students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. In the classroom, teachers act on behalf of the district and are expected to follow the adopted curriculum. In leading or guiding class discussions about issues that may be controversial, a teacher may not advocate his/her personal opinion or viewpoint. When necessary, the Superintendent or designee may instruct teachers to refrain from sharing personal views in the classroom on controversial topics.
4. Students shall be assured of their right to form and express an opinion without jeopardizing their grades or being subject to discrimination, retaliation, or discipline, provided the viewpoint does not constitute harassment, threats, intimidation, or bullying or is otherwise unlawful.

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

**CONTROVERSIAL ISSUES** (continued)

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.

7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

*Legal Reference:*

EDUCATION CODE

*51510 Prohibited study or supplemental materials*

*51511 Religious matters properly included in courses of study*

*51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate*

*51933 Sex education courses*

*60040 Portrayal of cultural and racial diversity*

*60044 Prohibited instructional materials*

*60045 Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels*

Policy  
adopted: September 16, 2009  
Revised: August 16, 2017

**COLTON-REDLANDS-YUCAIPA ROP**  
Redlands, California

**CONTROVERSIAL ISSUES**

Controversial issues may be discussed in the classroom, provided that:

1. The issue is related to the course of study and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The issue has a meaningful relationship to matters of concern to the students.
3. Available information about the issue is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
4. All sides of the issue are given a proper hearing, using established facts as primary evidence.
5. The issue has points of view which can be understood and defined by the students.
6. The teacher does not use his/her position to forward his/her own religious, political, economic or social bias. The teacher may express a personal opinion if he/she identifies it as such and does not express the opinion for the purpose of persuading students to his/her point of view.
7. Discussion or study of the issue is instigated by the students or by the established curriculum, but not by a source outside of the schools.
8. The discussion does not reflect adversely upon persons because of their race, sex, color, creed, national origin, ancestry, handicap or occupation.
9. The oral or written presentation does not violate state or federal law.

The Superintendent or designee shall have the authority to judge whether the above conditions are being met.

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

The Governing Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. CRY-ROP shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

*(cf. 1330 - Use of School Facilities)*

No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and co-curricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

Any complaint alleging unlawful discrimination in the district's extracurricular or co-curricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Unless specifically authorized by law, no fee shall be charged to high school students for participation in extracurricular and co-curricular activities related to the educational program, including materials or equipment related to the activity.

*(cf. 3260 - Fees and Charges)*

*(cf. 3452 - Student Activity Funds)*

**Eligibility to Represent the School**

All students elected to student office in clubs or national youth groups shall adhere to the appropriate club or group code of conduct. Only students who are in good standing with positive attendance and academic achievement shall be allowed to represent fellow students and the ROP. The time period for a student elected to represent fellow students shall not exceed twelve calendar months, except when approved by the Board.

**Supervision**

Extra/co-curricular activities shall be supervised by ROP employees whenever they are conducted under the name of the ROP.

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)**

*Legal Reference:*

EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

48930-48938 *Student organizations*

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

*Management Resources:*

CDE LEGAL ADVISORIES

001.90 *Access to School-Related Activities and Events by Disabled Students, LO: 3-0*

409.87 *Requirements for Pupil Participation in Extracurricular and C-ocurricular activities, AB*

2613, CIL: 86/87-11

WEB SITES

*California Association of Directors of Activities: <http://www.cada1.org>*

**ORGANIZATIONS/ASSOCIATIONS****Student Organizations**

The Governing Board shall recognize and encourage the formation of student organizations established and operated according to the provisions of the Education Code. Such student organizations and their accompanying activity programs are considered vital to the educational program because, when properly organized and operated, they:

1. Extend and reinforce the instructional program
2. Give students practice in democratic self-government
3. Build student morale and spirit of positive support for the CRY-ROP and school
4. Honor outstanding student achievement
5. Provide wholesome social and recreational activities

Student activities shall be organized and planned to supplement not supplant the activities of the course.

The following criteria shall be utilized to guide the professional staff and students in organizations:

1. Clubs and national youth groups will be recognized as an authorized ROP organization if they are organized by the ROP, sponsored by ROP personnel, composed completely of current student body members, hold the majority of their meetings at school, have a democratic plan for the selection of members, establish aims which are educational, of ROP and school interest or community interest, and meet all those conditions hereinafter set forth for recognized ROP sponsored organizations.
2. Secret Societies: Membership in secret fraternities, sororities, and clubs is prohibited throughout the ROP. The Superintendent is authorized to develop procedures concerning disciplinary action to be taken for violation of this policy.

Non-School Clubs: All other clubs of a non-secret nature, whose membership is composed for the most part of students from one school, that are sponsored by other than ROP personnel, that meet outside school hours at places other than at school, and whose aims are other than educational, of school or ROP interest, or community interest, are considered to be non-school clubs and beyond the jurisdiction of ROP authorities. These secret groups (non-school groups) are prohibited from conducting activities on ROP property or at ROP sponsored activities.

Activities contrary to the best interest of the ROP and those reflecting negatively on the reputation of the ROP are prohibited, including the following:

**ORGANIZATIONS/ASSOCIATIONS** (continued)

1. Initiation and hazing on the school or ROP grounds or at school or ROP sponsored events
2. Indulging in group functions that violate city laws or county ordinances

Non-school clubs may become recognized ROP sponsored clubs by conforming to the criteria for ROP clubs.

**Approvable Fund-Raising Activities**

The following guidelines are to be followed when conducting career technical student organization fund-raising activities:

Advisors of high school-based organizations are required to follow the respective ROP's policy for campus fund-raising activities.

Advisors of off-campus organizations are required to:

- Submit a list of expected fund-raising activities to the program manager for approval prior to any of fund-raising activities taking place.
- The program manager will submit approved fund-raising activities for Board approval in accordance with the accounting procedures for student organizations Education Code 48932.

**Prohibited Fund-Raising Activities**

Lottery, Games of Chance: The Penal Code prohibits Lottery, Games of Chance and other forms of gambling. Penal Code 326.5 states that even Bingo must be licensed to an adult group, thereby prohibiting student body organizations from being involved in this activity.

*Legal Reference: (see next page)*

**ORGANIZATIONS/ASSOCIATIONS (continued)**

*Legal Reference:*

EDUCATION CODE

52 Designation of secondary schools

53 Designation of high schools

200-262.3 Prohibition of discrimination on the basis of sex

38130-38138 Civic Center Act

48900 Hazing

48907 Student exercise of free expression

48930-48938 Student organizations

48950 Freedom of speech

49020-49023 Athletic programs

PENAL CODE

326.5 Lottery, Game of Chance

627-627.10 Access to school premises

CODE OF REGULATIONS, TITLE 5

2 Definitions

5531 Supervision of extracurricular activities of students

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

7904 School prayer

7905 Boy Scouts equal access

UNITED STATES CODE, TITLE 36

20101-240112 Patriotic organizations

COURT DECISIONS

*Prince v. Jacoby*, (2001) 303 F.3d 1074

*Culbertson et al. v. Oakridge School District*, (2002) 258 F.3d 1061

*Good News Club et al. v. Milford Central School*, (2001) 121 S.Ct. 2093

*Ceniceros v. Board of Trustees of the San Diego Unified School District*, (1997) 106 F.3d 878

*Board of Education of Westside Community School District v. Mergens* By and Through *Mergens* (1989, 8th Cir.) 867 F.2d 1076

*Perumal et al v. Saddleback Valley Unified School District*, (1988) 198 Cal. App. 3d 64

*Student Coalition for Peace v. Lower Merion School District Board of Directors*, (1985) 776 F.2d. 431

*Hartzell v. Connell*, (1984) 35 Cal. 3d 899

*Management Resources:*

WEB SITES

U.S. Department of Education: <http://www.ed.gov>



**ORGANIZATIONS/ASSOCIATIONS**

**Student Organizations**

Guidelines developed, related to student organizations for the CRY-ROP, include the following:

**Career Technical Student Organization Advisors**

A career technical student organization advisor (CTSO advisor) is defined as:

1. An ROP teacher who has organized a group of at least 5 students and submitted the necessary application and dues in order to become a recognized active CTSO chapter.
2. An ROP teacher designated as the Lead ROP Advisor by the program manager if the CTSO chapter is hosted by the school ROP.

The Lead ROP Advisor is responsible for:

- Fund raising
- Travel arrangements
- Supervision of students when traveling and during sponsored activities

An ROP teacher may be designated as a CTSO Co-Advisor should it be determined by the Program Manager to be in the best interest of the chapter.

**Career Technical Student Organizations' Advisory Stipend**

Career Technical Student Organization Advisors \* and Co-Advisors \*\* may be eligible for a stipend\*\*\* at the end of the school year based on meeting all of the following criteria:

An active CTSO chapter was maintained and the charter provided to the Program Manager.

Chapter meetings and activities were conducted regularly during non-teaching hours.

Chapter members attended and participated in regional, state, or national competitions held on non-teaching days or after school hours.

Advisor attended local CTSO advisor meetings when available.

\*Advisors are eligible for full stipends.

\*\*Co-Advisors are limited to up to one half of full stipend. If it is necessary for a Co-advisor to attend an event for the purpose of supervising students prior approval must be obtained from the Program Manager.

\*\*\*Stipends are based on the level of competition chapter members participate in.

**ORGANIZATIONS/ASSOCIATIONS** (continued)

If, however, a Co-advisor wishes to attend a pre-approved event for the purpose of support and not supervision of students, ROP will pay only the cost of a substitute if event occurs during the co-advisor's assignment.

Advisors and Co-Advisors are required to submit an activity report to their program manager no later than June 1 for the preceding year for compensation.

**Career Technical Student Organization Conferences**

1. Career technical student organization conferences sponsored by the California Department of Education are approvable activities. All other conferences must be preapproved by the ROP Program Manager.
2. Conference attendance must be submitted by the advisor for approval in accordance with the field trip procedures.
3. Members of the organization may conduct approved fund raising activities to help defray the costs of attendance at those conferences. The fund raising activities must be in accordance with ROP's policy and the school where the organization is located.
4. No individual or group shall initiate any fund raising activity without first obtaining permission from their Program Manager. All activities shall be under the supervision of the Advisor to the student organization.
5. All students attending conferences must sign and have a parent or guardian sign a "Code of Conduct."

**CLASS SIZE**

The Governing Board recognizes that in order to provide a valuable education to students of the CRY-ROP, class sizes should be maintained at levels which are conducive to the most effective use of ROP teaching personnel and the practice of valuable teaching methods for the benefit of the students.

The Superintendent will, to the extent that budgetary resources permit, establish both upper and lower class size limits appropriate for the subject taught and conducive to the effective use of instructional facilities and materials and the consideration of safety issues.

*Legal Reference:*

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

41375 Legislative intent encouraging reduction in class size

41376 Minimum class size standards

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

15103 Definitions

*Management Resources:*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, class size reduction: <http://www.cde.ca.gov/ls/cs/>

**SCHOOL-SPONSORED TRIPS**

**Field Trips**

Educational field trips are considered a vital part of the instructional process.

Educational field trips should normally be conducted within the school day.

All field trips are to be approved in advance by Governing Board, except when time does not allow for approval. In such cases, the Superintendent may approve field trips on behalf of the Board. Superintendent-approved field trips shall be ratified by the Board.

To ensure adequate safety and supervision, the following shall apply:

- For day trips, a single teacher may supervise up to 15 of his/her own students.
- One additional chaperone is required for every 10 students above the teacher's limit of 15.
- For overnight and/or out of state trips, supervision will be at a ratio of one supervising adult to 10 students.
- Parent/guardian and other responsible adults are encouraged to assist as chaperones supervising students of field trips.
- Chaperones shall be approved by the Board or Superintendent or designee in advance of the trip.
- The teacher, employee, or agent of the ROP shall have a first aid kit in his/her possession or immediately available. (Education Code 32041)
- If the trip is conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically acceptable snakebite remedies, and
  - b. The teacher, employee, or agent of the school who has completed a first aid course, certified by the American Red Cross which emphasized the treatment of snakebite, will participate on the field trip.

Chaperone supervision is not required when the participants are all adult students (over the age of 18 and not enrolled in high school).

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

**SCHOOL-SPONSORED TRIPS** (continued)

ROP funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of ROP equipment during the trip, may be paid from ROP funds. (Education Code 35330)

*Legal Reference:*

EDUCATION CODE

8760 *Authorization of outdoor science and conservation programs*

32040-32044 *First aid equipment: field trips*

35330 *Excursions and field trips*

35331 *Provision for medical or hospital service for pupils (on field trips)*

35332 *Transportation by chartered airline*

35350 *Transportation of students*

44808 *Liability when pupils not on school property*

48908 *Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

17540 *Travel promoters*

17550-17550.9 *Sellers of travel*

17552-17556.5 *Educational travel organizations*

*Management Resources:*

WEB SITES

*American Red Cross: <http://www.redcross.org>*

*California Association of Directors of Activities: <http://www.cada1.org>*

*U.S. Department of Homeland Security: <http://www.dhs.gov>*

**SCHOOL-SPONSORED TRIPS**

**Supervision**

Students on school-sponsored trips are under the jurisdiction of CRY-ROP and shall be subject to ROP and school rules and regulations.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

**Parent/Guardian Permission**

Before a student can participate in an ROP-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The ROP shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the ROP or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

**Safety Issues**

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)
2. The ROP shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5143 - Insurance)*

3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

**SCHOOL-SPONSORED TRIPS** (continued)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the ROP as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5141.7 - Sun Safety)*

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

*(cf. 5142 - Safety)*

**EQUIPMENT, BOOKS AND MATERIALS**

The Governing Board recognizes that student learning is enhanced when students have access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials also should be up to date.

The Superintendent or designee shall develop procedures for determining the sufficiency of CRY-ROP instructional materials in providing accurate, current information and ensuring that students have access to standards-based materials. When new instructional materials have been chosen in accordance with the ROP's selection and evaluation policy, the Board shall make final decisions regarding their purchase.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

*Legal Reference:*

EDUCATION CODE

60010 Definitions

60040-60047 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60240-60252 State Instructional Materials Fund

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

CODE OF REGULATIONS, TITLE 5

9505-9532 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

*Management Resources:*

WEB SITES

CDE, Curriculum Frameworks and Instructional Resources Division: <http://www.cde.ca.gov/cfir>



**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of CRY-ROP. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 3260 - Fees and Charges)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the ROP may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*Legal Reference: (see next page)*

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS (continued)**

*Legal Reference:*

EDUCATION CODE

48904 *Willful misconduct; limit of liability of parent or guardian*

48904.3 *Withholding grades, diplomas or transcripts of students causing property damage or injury*

60119 *Public hearing on sufficiency of materials*

60411 *Purchase and use; property of district*

CIVIL CODE

1714.1 *Liability of parent or guardian for act of willful misconduct by a minor*

CODE OF REGULATIONS, TITLE 5

305 *Student responsible for care of property*

*Management Resources:*

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

**USE OF COPYRIGHTED MATERIALS**

All CRY-ROP staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The ROP shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Superintendent or designee shall be the only individual who may sign license agreements for software for ROP schools. Each school using licensed software shall have a signed copy of the software agreement.

The Governing Board recognizes that CRY-ROP staff and students may use a variety of copyrighted materials in the educational program and other operations. When such materials have not been purchased by CRY-ROP for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 5131.9 - Academic Honesty)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

## **USE OF COPYRIGHTED MATERIALS**

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3312 - Contracts)*

*(cf. 6163.4 - Student Use of Technology)*

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*Legal Reference:*

EDUCATION CODE

*35182 Computer Software*

UNITED STATES CODE, TITLE 17

**USE OF COPYRIGHTED MATERIALS**

Prior to reproducing, distributing, displaying, posting, performing, or otherwise using a copyrighted material for an instructional purpose or in the course of other district business, district staff shall determine whether it is necessary to request permission of the copyright holder. Unless the staff member is reasonably certain that the material is in the public domain or the intended use meets the criteria for an exception specified in 17 USC 107-122 and this administrative regulation, he/she shall either obtain permission from the copyright holder or avoid use of the material. In addition, permission of the copyright holder shall be requested whenever district staff intend to publicly disseminate a copyrighted work, such as by posting on the district or school web site or using another method of communications accessible to the public.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 5131.9 - Academic Honesty)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

Any reproduction or other use of a copyrighted work shall include the copyright notice.

District staff shall not reproduce and distribute copyrighted works of any type in any of the following circumstances:

1. When the copyrighted work is a "consumable" work such as a workbook, standardized test, answer sheet, or similar material
2. To substitute for the purchase of the work
3. To create, replace, or substitute for anthologies or collective works

**Request for Permission to Use Copyrighted Material**

As necessary, district staff desiring to use a copyrighted material shall identify and contact the copyright holder to request permission to use the material. The request shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor
2. Edition, copyright, and/or production year
3. Exact amount of material to be used, such as the number of lines, pages, or chapters or percentage of the work

**USE OF COPYRIGHTED MATERIALS** (continued)

4. Nature of the use, such as the course in which it will be used, the grade level of the students, the number of students, and the frequency of use
5. How the material will be reproduced and distributed

If the copyright holder requires a fee to grant permission, district staff shall seek approval from the Superintendent or designee prior to incurring the cost.

Criteria for Fair Use

In considering whether a copyrighted work may be used without the copyright holder's permission on the grounds that the intended use is "fair use" pursuant to 17 USC 107, including reproduction in copies, phonorecords, or any other reproductive form for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, district staff shall consider all of the following factors: (17 USC 107)

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

Any determination of fair use shall weigh together all the factors specified in items #1-4 above in addition to any applicable guidelines presented in this administrative regulation for specific types of copyrighted works.

Guidelines for Copying Text

Staff may reproduce text from a copyrighted work from a printed resource, the Internet, or other source, without permission from the copyright holder, under the following conditions:

1. A single copy of a chapter of a book, article from a periodical or newspaper, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture may be made by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.
2. Multiple copies, not to exceed one copy per student in a course, may be made by or for a teacher for classroom use or discussion, provided that:

**USE OF COPYRIGHTED MATERIALS** (continued)

a. The amount to be copied does not exceed:

(1) 250 words for a complete poem or excerpt from a poem

(2) 2,500 words for a complete article, story, or essay

(2) 1,000 words or 10 percent of the whole (with a minimum of 500 words), whichever is less, for an excerpt from a larger prose work

(4) One illustration (e.g., chart, graph, diagram, cartoon, or picture) per book or periodical issue

b. The copying is for only one course in the school.

c. With the exception of newspapers and other news periodicals, not more than one work is copied from the same author per term, not more than three works are copied from the same collective work or periodical volume per term, and there are no more than nine instances of multiple copying per course per term.

d. A delay to request permission from the copyright holder would preclude the most effective instructional use of the material.

**Guidelines for Reproducing Sheet and Recorded Music**

District staff may reproduce sheet music and recorded music without permission from the copyright holder under the following conditions:

1. Emergency copies may be made when purchased copies needed for an imminent performance are not available, provided that replacement copies shall be purchased in due course.
2. Single or multiple copies of excerpts of works may be made for academic purposes other than performances, provided that the excerpt does not constitute an entire performable unit (e.g., a section, movement, or aria), no more than 10 percent of the total work is used, and the number of copies made does not exceed one per student.
3. Printed copies that have been purchased may be edited or simplified provided that the character of the work is not distorted and lyrics are not added or altered.
4. A single copy of a recorded performance by students may be made for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made for the purpose of constructing exercises or examinations.

## **USE OF COPYRIGHTED MATERIALS** (continued)

### Guidelines for Performing or Displaying Copyrighted Works

In the course of face-to-face instruction in a classroom or similar place devoted to instruction, teachers or students may recite, render, play, dance, act, or show a copyrighted work either directly or by means of any device or process or, in the case of a motion picture or other audiovisual work, show its images in any sequence or to make the sounds accompanying it audible, provided that: (17 USC 101, 110)

1. The performance or display is given by means of a lawfully obtained copy of the work.
2. The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session.
3. The performance or display is directly related and of material assistance to the teaching content of the transmission.
4. The transmission is limited to students enrolled in the course or to Governing Board members or employees as part of their official duties or employment.
5. If the work is to be digitally transmitted, the district has applied technological protections that reasonably prevent retention of the work in accessible form for longer than the class session and the unauthorized further dissemination of the work.

Any use of a motion picture or other audiovisual work outside the curriculum, such as for entertainment, a school or class reward, or a fundraiser, shall require permission from the copyright holder or a special viewing license.

### Guidelines for Recording Broadcast Programming

Teachers may make recordings of television programs for use in a classroom for educational purposes under the following conditions:

1. Only programs provided to the public free of charge may be recorded and shown. Any use of programming from paid television services shall require permission of the copyright holder.
2. The recording may be shown only during the first 10 consecutive school days after it is made. It may be used once by an individual teacher in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary.
3. A limited number of copies may be reproduced from each recording to meet the legitimate needs of the teacher. Each copy shall be subject to all the provisions governing the original recording.



**USE OF COPYRIGHTED MATERIALS** (continued)

4. The recording may be retained for 45 calendar days after it is made and then shall be erased or destroyed. However, after the first 10 consecutive school days, the recording may only be used for purposes of determining whether or not to include the broadcast program in the teaching curriculum. If the teacher decides to keep the program for use in the curriculum, he/she shall request permission from the copyright owner.
5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered.

**Guidelines for Copying Computer Programs or Software**

District staff shall observe all licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single computer program or software, the district shall not make multiple copies.

Copies of district-owned software may be made under either of the following conditions: (17 USC 117)

1. The copy is needed as an essential step in using the computer program with a particular machine.
2. The copy is used for archival or "backup" purposes only. This copy may be held only as a file copy and must be destroyed in the event that continued possession of the program ceases to be rightful, unless the copyright owner authorizes its sale, lease, or transfer as part of the sale, lease, or transfer of the original program.

## USE OF COPYRIGHTED MATERIALS

### COPYRIGHT QUESTIONS - ANSWERED

#### What is a Copyright?

Copyright is a form of protection provided by the law of the United States (Title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright.

#### What Works are Protected?

Copyright protects "original works of authorship" that are fixed in a tangible form of expression. The fixation need not be perceptible so long as it may be communicated with the aid of a machine or device. Copyrightable works include the following categories:

- |   |   |
|---|---|
| © Literary Works                                  | © Pantomimes and choreographic works          |
| © Musical Works, including any accompanying words | © Motion pictures and other audiovisual works |
| © Sound Recordings                                | © Pictorial, Graphic and Sculpture Works      |
| © Dramatic Works, including accompanying music    | © Architectural Works                         |

These categories should be viewed broadly. For example, computer programs and most "compilations" may be registered as "literary works"; maps and architectural plans may be registered as "pictorial, graphic, and sculptural works."

#### Is It Legal to Download Works From Peer-to-Peer Networks and if Not, What Is the Penalty for Doing So?

Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. **Anyone found to have infringed a copyrighted work may be liable for statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fee incurred by the copyright owner to enforce his/her rights.**

## **USE OF COPYRIGHTED MATERIALS** (continued)

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, ebooks, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risk, e.g., viruses, unexpected material, or spyware.

### **How Can I Legally Reproduce Currency?**

According to the 18 U.S. Code 504 Treasury Directive Number 15-56 FR 48539 (September 15, 1993) 411.1 Color illustrations authorized.

Notwithstanding any provision of chapter 25 of Title 18 of the U.S. Code, authority is hereby given for the printing, publishing or importing, or the making or importation of the necessary plates or items for such printing or publication, of color illustration of U.S. currency provided that:

1. The illustration must be of a size less than three-fourths or more than one and one-half, in linear dimension, of each of any matter so illustrated;
2. The illustration must be one sided; and
3. All negatives, plates, digitized storage medium, graphic files, magnetic medium, optical storage devices, and any other thing used in the making of the illustration that contains an image of the illustration or any part thereof shall be destroyed and or deleted or erased after their final use in accordance with this section.

**USE OF COPYRIGHTED MATERIALS**

**COPYRIGHT GUIDELINES**

The U.S. copyright law prohibits reproducing copyrighted materials without prior permission of the copyright owner. Teachers and their students need to understand the copyright law, including elements such as the doctrine of "fair use" and its application in the educational setting, to avoid being at risk for engaging in illegal photocopying. If you wish to copy materials, the safest course of action is to secure **written** permission unless a statement on the material itself grants reproduction. Below are specific guidelines to follow. If you have any question, please feel free to ask your program manager or the duplication clerk who has more printed material on this subject.

**STUDENT USE OF TECHNOLOGY**

The Governing Board intends that technological resources provided by the ROP be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5131 - Conduct)*

The Superintendent or designee shall notify students and parents/guardians about authorized uses of ROP computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with ROP regulations and the ROP's Acceptable Use Agreement.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 - Discipline)*  
*(cf. 5145.12 - Search and Seizure)*

Before a student is authorized to use the ROP's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the ROP or any ROP staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the ROP and ROP personnel for any damages or costs incurred.

*(cf. 6162.6 - Use of Copyrighted Materials)*

The Superintendent shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the ROP's technological resources and to help ensure that the ROP adapts to changing technologies and circumstances.

**Use of ROP Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all ROP computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

**STUDENT USE OF TECHNOLOGY (continued)**

BP 6163.4(b)

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*Legal Reference: (see next page)*

## STUDENT USE OF TECHNOLOGY (continued)

BP 6163.4(c)

### *Legal Reference:*

#### EDUCATION CODE

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

51870-51874 *Education technology*

60044 *Prohibited instructional materials*

#### PENAL CODE

313 *Harmful matter*

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

653.2 *Electronic communication devices, threats to safety*

#### UNITED STATES CODE, TITLE 15

6501-6506 *Children's Online Privacy Protection Act*

#### UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*

6777 *Internet safety*

#### UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's Online Privacy Protection Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007*

#### FEDERAL TRADE COMMISSION PUBLICATIONS

*How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000*

#### MY SPACE.COM PUBLICATIONS

*The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues*

#### WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>