

**INSTRUCTIONAL EQUIPMENT AND SUPPLIES  
POLICIES AND PROCEDURES**

## TEXTBOOK SELECTION AND ADOPTION

### BOARD POLICY:

The Superintendent of Schools shall be responsible for the recommendation to the Board of Education of textbooks used in the instructional program. All textbooks used in the instructional program shall promote the Educational Philosophy of the School District.

Because of its prominence in the instructional program, the textbook shall be carefully chosen.

The use of a check list shall be used to insure that proper attention is given to such features as the quality of binding, paper and print; the adequacy and suitability of illustrations and instructional aids; the inclusion of recent data, its reliability and interpretations; the suitability of the content and organization of the book to the course which it is to serve; the accuracy and teachability of the material it contains; the degree to which it fits the approach to instruction which is held by the teacher who will use it and the approach that is in keeping with the educational philosophy of the school system.

In the selection of textbooks, special attention shall be given to the balance and objectivity with which the ideas are presented. While black listing and censorship by non-school agencies shall be opposed, wise discretion shall be exercised in the adoption of textbooks. The school system shall be prepared to answer charges of bias against such texts.

The criteria to be used by committees or departments as a guide in selecting textbooks is as follows:

1. How good is the author's teaching program?
2. Are the things he/she (author) expects the children to do day to day practical?
3. Are his/her directions clear and concise?
4. Will the book meet the needs of the age level children you have in mind?
5. How practical does the author make your job as a teacher?
6. Will the class activities suggested or implied in the program work?
7. How good is the author's sense of time and timing?
8. Is each item, each step, each page, section or unit really driving toward the accomplishment of the purpose that you and the author have set for yourselves?
9. How well has the author guessed the pupil's background of experience as he/she goes along?
10. Is the author using language, which your children would readily understand if you were to say the same things to them in the same way?
11. Are the visual aids of the texts: pictures, cartoons, charts, graphs, etc., doing the job or are these graphic materials just "added on" to impress you?
12. Does the author recognize the fact that in good teaching you can do only so much talking before you give pupils a breathing space – a chance to check up on themselves?
13. Does the author recognize the importance of frequent class discussions?
14. Are proposed activities really practical for your pupils?
15. Does this book avoid depicting men and women in stereotyped sex roles?

OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT  
Oyster Bay, New York

TEXTBOOK RECOMMENDATION FORM

**Submitted By:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**AUTHOR:** \_\_\_\_\_ **PUBLISHER:** \_\_\_\_\_

**COPYRIGHT DATE:** \_\_\_\_\_ **EDITION:** \_\_\_\_\_

**ESTIMATED COST PER BOOK:** \_\_\_\_\_ **APPROX. # OF BOOKS:** \_\_\_\_\_

1. Did you find the book suitable regarding the organization of content for the intended course or grade level? \_\_\_\_\_
2. Does this textbook enrich and support the curriculum by taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served? \_\_\_\_\_
3. Have you examined this book carefully as to adequacy of vocabulary, size of print, illustrations, maps, index, etc., and do you find it suitable? \_\_\_\_\_
4. Is this book to be used as a basic text \_\_\_\_\_ or a supplementary text? \_\_\_\_\_  
Why is there a need to replace the existing textbook for this course/curriculum?  
\_\_\_\_\_  
\_\_\_\_\_
5. What are the strong features of this book? Please list.  
\_\_\_\_\_  
\_\_\_\_\_
6. Does this book have any features that seem weak? Please list.  
\_\_\_\_\_  
\_\_\_\_\_
7. Does this book include recent data and interpretations? \_\_\_\_\_
8. Does this book measure up to acceptable standards of binding, paper and print? \_\_\_\_\_
9. What is the readability index? \_\_\_\_\_
10. Do you recommend this book for general instructional use by pupils in your grade level? \_\_\_\_\_
11. Does this book address the topics of gender, race, religion, and ethnicity objectively? \_\_\_\_\_

12. Is this book available in alternative formats?(Check where appropriate)

- Language Other Than English: YES \_\_\_\_\_ NO \_\_\_\_\_
- Audio: YES \_\_\_\_\_ NO \_\_\_\_\_
- Braille: YES \_\_\_\_\_ NO \_\_\_\_\_
- Large Print: YES \_\_\_\_\_ NO \_\_\_\_\_
- Electronic/Digital Format: YES \_\_\_\_\_ NO \_\_\_\_\_

Other: (Please specify) \_\_\_\_\_

13. Does this book have a technology component? Be specific.

\_\_\_\_\_  
\_\_\_\_\_

14. Are there additional costs associated with this text? (Describe)

\_\_\_\_\_  
\_\_\_\_\_

TEACHERS' COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED SCHOOL LIBRARIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED PRINCIPAL(S): \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED ASST. SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** This form shall be completed and submitted for textbooks not previously used in this district and considered as either basic or supplementary. A copy must be filed with the Central Office and approved before a Purchase Order for books can be initiated.

Complete in Triplicate:

- One copy for Supervisor
- One copy for Principal's Office
- One copy for Superintendent

*\* Upon approval, appropriate copies will be returned for completion of purchase order.*

Adopted: 7/6/65  
Amended: 12/18/72  
Amended: 8/17/76  
Amended: 8/9/93

Amended: 4/28/03



# POLICY

2005

8130

Instruction

## **SUBJECT: CLASS SIZE**

The Board of Education is desirous of providing the optimal class size at all levels of instruction. However, consideration must also be given to the realities of finances and public accountability.

The following class size guidelines are established for the Oyster Bay-East Norwich Central School District based upon the current grade level organization.

It should be clear that these figures are only guidelines and the Board of Education may, at its discretion, vary from the stated minimum and maximum class size if it is determined to be educationally or administratively necessary to do so.

- a) Class Size Elementary – the Board of Education realizes the value of investing resources in its early childhood program. Research has shown that providing for student needs early on is a cost effective way to ensure success in later schooling.
  1. The class size for the District's Pre-Kindergarten program is mandated by the guidelines for the Universal Pre-K Program..
  2. Kindergarten – Kindergarten class size shall range between 18 to 24. When the class size exceeds 20, an aide shall be provided to assist the teacher.
  3. The class size range for Grades 1-3 shall be 20-26 students.
  4. The class size range for Grades 4-6 shall be 22-28 students.
- b) Class Size Secondary – Grades 7-12

Core Academic Classes	12-30 students
Electives	12-30 students
Physical Education	16-30 students
Special Education	As SED regulations dictate
Remedial Programs	12-30 students

Class sizes for art, technology, home & careers, and science courses shall take into account the number of stations in the classroom. The same minimum as elective courses shall apply.

Adopted: 3/22/05  
Revised: 8/25/09



## NEW COURSES/CLASSES

All decisions on the formation of new classes shall be made by the Board of Education based on the recommendations of the Superintendent of Schools. The Superintendent shall consult with appropriate administrative and teaching personnel prior to submitting his/her recommendations for Board of Education consideration.

Decisions by the Board of Education will be based upon the availability of space, budgetary allocations, time of year, program needs, student needs and projected enrollments.

During the budget building process, the Superintendent shall provide the Board of Education with projected enrollments and course tally sheets for the High School.

Having applied the class size guidelines, the Superintendent shall prepare his/her recommendations for staffing needs for the coming school year. A report to the Board of Education shall be presented no later than March 15<sup>th</sup>.

The Superintendent shall provide the Board of Education with an update report during the second week in January.

The Superintendent shall, from time to time, recommend additions or deletions of classes to insure adherence to class size guidelines.

The Building Principal shall inform the Superintendent who in turn shall inform the Board of Education. The Superintendent shall inform the Board of Education of the departure from class size guidelines within 5 working days of his/her becoming aware of any change. All deviations from the class size guidelines shall be reviewed by the Board of Education.

When there is less than 12 students enrolled in a course, that course will be individually evaluated by the Board of Education as per certain criteria. If it is deemed to meet one/several of these criteria, it may be offered to the students that school year.



## COMPUTER ROOM

These rules are to insure that our computer rooms stay as fresh and clean as they are now and our machines stay in as good working order as possible. Please follow them so that we can all enjoy our computer rooms.

1. No teacher or student is allowed to bring any food or drink into the computer rooms. This includes cookies, candy, gum, lollypops, coffee, tea, soda or just plain water.
2. Please make sure your hands are clean when using the computers.
3. No disk is to be written on in pencil. Felt-tip markers are the best writing implements for the computer room.
4. Do not take out your frustrations on the keyboard. A light touch is all that is needed – pressing harder or pounding the keys will not make the computer react – if it doesn't react to the normal typing touch you are not instructing it properly. Ask for assistance.
5. No outside software is allowed to be used in the computer rooms without specific approval from the instructor.
6. Under no circumstances will non-educational computer games be allowed to be played in the computer rooms.
7. Under no circumstances will any software be copied in the computer rooms.
8. All work done in the computer rooms should be able to be reviewed or viewed by the instructor in charge. If it is of a personal nature or not suitable for school standards, it is not to be worked on in the school computer rooms or on any school computer.
9. It is the responsibility of the user to take all printouts, personal books and materials out of the computer rooms. It is the user responsibility to save all programs properly. Anything left behind will be discarded as scrap.
10. Proper classroom behavior shall be maintained at all times. This is the only warning that will be given. If you are asked to leave, leave immediately and quietly. The instructor will turn your computer off. Whatever you were working on will not be saved so think before you act.

## CONDITIONS FOR USE OF INTERNET

Internet access is available to teachers and students in Oyster Bay High School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing and communication. The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a user violates any of these provisions, his or her account will be terminated and future access could be denied. These provisions are explained in detail in the following 4-page Application for Internet Account, which all prospective student users and their parent/guardian must complete.

**SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY (Cont'd.)**

### **Consent for Student Use**

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

"Affirmative Consent" (Opt-in) Student use of the District's computer system (DCS) is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

The District has provided reasonable public notice and has held at least one meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 United States Code (USC) Sections 254(h) and  
(1) 47 Code of Federal Regulations (CFR) Part 54  
Education Law 814

Adopted: 3/22/05  
Revised: 1/23/07  
Revised: 5/4/10  
Revised 1/17/12

## Instruction

**SUBJECT: INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS OR STUDENTS  
WITH LIMITED ENGLISH PROFICIENCY**

The Board of Education recognizes its responsibility to ensure that students of foreign birth or ancestry, who have limited English proficiency (LEP) or English Language Learners (ELL), are provided with an appropriate program of bilingual transitional education or a free-standing program of English as a Second Language (ESL).

The District has developed a comprehensive plan to meet the educational needs of students with limited English proficiency. The plan will be kept on file in the District and made available for SED review upon request. The plan includes:

- a) The District's philosophy for the education of ELL/LEP students;
- b) Administrative practices and procedures to:
  1. Diagnostically screen students for limited English proficiency;
  2. Identify students with limited English proficiency;
  3. Annually evaluate each ELL/LEP student including his/her performance in content areas to measure the student's academic progress.
- c) A description of the nature and scope of the bilingual and/or English as a second language instructional program and services available to ELL/LEP students;
- d) A description of the criteria used by the District to place ELL/LEP students in appropriate bilingual or free-standing English as a second language programs;
- e) A description by building of the curricular and extracurricular services provided to ELL/LEP students;
- f) A description of the District and school level procedures for the management of the program, including staffing, site selection, parental notification, coordination of funds, training and program planning.

The instructional programs and services available to limited English proficient pupils to help them acquire English proficiency may include, pursuant to Commissioner's Regulations, bilingual education programs, free-standing English as a second language programs, appropriate support services, transitional services, in-service training and parental notification.

(Continued)

OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT  
APPLICATION FOR INTERNET ACCOUNT

FOR OFFICE USE ONLY	
_____	Date Application
_____	in Computer Rm
_____	Computer Room
_____	Librarian
_____	Principal
_____	Internet Trainer
_____	Date Accepted

Please Print

\_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Parent's Work Number \_\_\_\_\_

Grade \_\_\_\_\_

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TERMS AND CONDITIONS FOR USE OF INTERNET

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is now available to students and teachers in the Oyster Bay - East Norwich Central School District. We are very pleased to bring this access to Oyster Bay High School and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Some of the things students and teachers have access to include:

1. Electronic mail communication with people all over the world;
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. Public domain and shareware of all types;
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics;
5. Access to many University Library Catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. While we have taken available precautions to restrict access to inappropriate and controversial materials, on a global network it is impossible to control all materials, and an industrious user may discover such information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

In general, this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signatures throughout and at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

1. **Acceptable Use** -- The use of your account must be in support of education and research and consistent with the educational objectives of the Oyster Bay - East Norwich Central School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, libelous material, forged material, plagiarized material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

\_\_\_\_\_  
Parent Signature

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

2. **Privileges** -- The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who wishes an account will be required to participate in training pertaining to the use of the network. The administration of Oyster Bay High School may deny, revoke, or suspend specific user accounts. The administration may close an account at any time as required. The administration will conduct on-going reviews of all accounts to insure adherence to the goals of research and education.

\_\_\_\_\_  
Parent Signature

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

3. **Netiquette** -- Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. You should be polite. You may not be abusive in your messages to others.
- B. You should use appropriate language. You may not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- C. You should not reveal your personal address or phone numbers to any other individual.
- D. You should note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- E. You should not use the network in such a way that you would disrupt the use of the network by others, such as chain letters and junk mail.
- F. You should never agree to get together with someone you have met "on line."
- G. You should never respond to any messages that are mean or make you feel uncomfortable.
- H. You should notify your teacher or an administrator if you suspect any violation of these rules.

\_\_\_\_\_  
Parent Signature

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

4. **The Oyster Bay - East Norwich Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Oyster Bay - East Norwich Central School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence or errors or omissions. Use of any information obtained is at your own risk. The Oyster Bay - East Norwich Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.**

\_\_\_\_\_  
Parent Signature

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

5. **Security -- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify an administrator. Do not demonstrate the problem to other users. Do not ever use another individual's account, or give your own password to another. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.**

\_\_\_\_\_  
Parent Signature

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

6. **Commercial services are available on the Internet. If you chose to access these services, you are liable for any additional costs which may be incurred.**

7. **Vandalism -- Vandalism will result in cancellations of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of Internet, or any other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.**

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**STUDENTS:**

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of regulations above is unethical and **may constitute a criminal offense**. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student's Name (Please Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**PARENT OR GUARDIAN:**

As the parent or guardian of this student I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and the Oyster Bay - East Norwich Central School District has taken available precautions to eliminate inappropriate and controversial material. However, I also recognize that it is impossible for the Oyster Bay - East Norwich Central School District to restrict access to all such materials and I will not hold them responsible for materials acquired on the network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent's or Guardian's Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**SPONSORING TEACHER:**

Teacher's Name (Please Print) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Once your application for an account has been received, you will be notified of the time and location of training sessions. Successful completion of training sessions and of a competency test, as well as the consent of noted staff members, is also required before final approval of your application. Thank you for your interest and support of this exciting new resource in Oyster Bay High School!