

April 6, 2011

Holly Dickson  
Staff Attorney  
ACLU of Arkansas  
904 West Second, Suite One  
Little Rock, AR 72201

Via Email: [holly@acluarkansas.org](mailto:holly@acluarkansas.org)

Re: March 25, 2011 FOIA Request to Little Rock School District

Dear Ms. Dickson:

Per Mr. Eddings, enclosed please find documents responsive to your March 25, 2011 FOIA Request to the Little Rock School District. If you have any questions, please let us know.

Sincerely,



Tracy R. Miller  
Paralegal to Khayyam M. Eddings

Encl.

**LITTLE ROCK SCHOOL DISTRICT**

INVOICE IN DUPLICATE TO:  
 LITTLE ROCK SCHOOL DISTRICT  
 PROCUREMENT DEPARTMENT  
 1800 EAST SIXTH STREET  
 LITTLE ROCK, AR 72202

**PURCHASE ORDER**

PO # 031001455

INQUIRIES PERTAINING TO THIS ORDER SHOULD BE DIRECTED TO THE PROCUREMENT DEPARTMENT, LITTLE ROCK SCHOOL DISTRICT, 1800 E. 6TH STREET, LITTLE ROCK, AR 72202. PHONE NUMBER (501) 447-2260.

• SEE TERMS AND CONDITIONS BELOW •

**IMPORTANT  
 PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL  
 INVOICES, PACKAGES  
 AND CORRESPONDENCE.**

TO: L-R FURNITURE COMPANY INC  
 P.O. BOX 1140  
 LITTLE ROCK AR 72208-0140

SHIP TO: LITTLE ROCK SCHOOL DISTRICT  
 INFORMATION SERVICES  
 3701 SCOTT HAMILTON-BLDG B  
 LITTLE ROCK AR 72209  
 (501) 447-1310

PO Number: (501) 376-11 (Delivery Hours 8:30 AM-3:30 PM)

ATTN: INFORMATION SERVICE-BLDG B  
 Fax Number: (501) 447-1301

DATE: 9/20/10 REQUIRED:

SHIP: FOR LITTLE ROCK REQ: 031001455

QUANTITY RECEIVED	QUANTITY ORDERED	UNIT OF ISSUE	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
-------------------	------------------	---------------	-------------	----------	------------	-------

1 LOT  
 PORTINET 24X7 MAINTENANCE RENEWAL  
 RENEWAL END DATE 9/6/2011  
 RE: UPS/TAPS CONTRACT #4089709  
 QUOTE PORTINET 24X7 - SEE ATTACHED

65,276.0000 65,276.00  
 Sub total 65,276.00  
 Taxes 4,895.70  
 TOTAL 70,171.70  
 \*\*\*\*\*

GRAND TOTAL 70,171.70

GRAND TOTAL 70,171.70

**TERMS, CONDITIONS & INSTRUCTIONS:**

1. Purchase Order valid only when signed by Director of Procurement.
2. Goods to be delivered F.O.B. as per address in SHIP TO block.
3. Order may be cancelled for poor delivery or if items are not as specified.
4. District will not honor any commitment made without a purchase order.
5. Prior to or included with shipment, please send Material Safety Data Sheet on all products containing hazardous substances or shipment may be refused.
6. Price increase or increases in shipping cost in excess of \$25 above total P.O. must receive prior school district approval.
7. Do not overship or substitute without prior Procurement Department approval.

APPROVED



Director of Procurement

SCHOOL/DEPT COPY



214 Martin Luther King Drive  
 Little Rock, AR 72203  
 (501)376-2081  
 Fax (501)376-1463

TO: Little Rock School District  
 John Ruffins

QUOTE: Fortinet 24x7

Date: 8/23/2010  
 Terms: NET 30  
 Price Firm For: 30 DAYS  
 F.O.B: S/P & PPA  
 Delivery: As Needed

TIPS/TAPS CONTRACT# 4082709

24X7 MAINTENANCE

TAX: Not Included

QTY	PART#	DESCRIPTION	PRICE	EXTENDED
1	FG50012205400044	24x7 bundle renewal, Coterm end date 9/6/2011 for SN # FG50012205400044	\$19,622.00	\$19,622.00
1	FG50012206400095	24x7 bundle renewal, Coterm end date 9/6/2011 for SN # FG50012206400095	\$19,622.00	\$19,622.00
1	FG50012206400452	24x7 bundle renewal, Coterm end date 9/6/2011 for SN # FG50012206400452	\$19,622.00	\$19,622.00
1	FLG4K3F08000018	24x7 renewal for FortiAnalyzer 4000A, Coterm end date 9/6/2011 for SN# FLG-4K3F08000018	\$6,410.00	\$6,410.00
			<b>TOTAL</b>	<b>\$65,276.00</b>

\*\*\* All stock is subject to prior sale. \*\*\*

\*\*\* TAX NOT INCLUDED \*\*\*

All information contained in this design and or quotation is not for use or disclosure outside (company). Any and all quotations and configurations prepared by I-K Electric represents our best efforts and are completed in good faith. Any errors and/or omissions on customer provided configurations are not the responsibility of I-K Electric

By: Mike Seitz  
 Account Manager



PO# 31000 D18

214 Martin Luther King Drive  
 Little Rock, AR 72203  
 (501)378-2081  
 Fax (501)378-1463

TO: Little Rock School District  
 John Ruffins

QUOTE: Fortinet 24x7

Date: 8/23/2010  
 Terms: NET 30  
 Price Firm For: 30 DAYS  
 F.O.B: S/P & PPA  
 Delivery: As Needed  
 TAX: Not Included

TIPS/TAPS CONTRACT# 4082709

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By: Mike Seitz  
 Account Manager

Sub-Ledger:  
Location: 082  
NUMBER: 31001455

P/O R E Q U I S I T I O N  
LITTLE ROCK SCHOOL DISTRICT  
810 WEST MARKHAM STREET

LITTLE ROCK, AR 72201

TO: I-K ELECTRIC COMPANY INC  
P O BOX 2140  
LITTLE ROCK, AR 72203 2140

SHIP TO: LITTLE ROCK SCHOOL DISTRICT  
SUPPLY CENTER WAREHOUSE  
1800 E SIXTH STREET  
LITTLE ROCK, AR 72202 0000

ATTN: (501) 447-2260  
ATTN: INFORMATION SERVICES

Fax Number: (501) 376-1463  
Date: 9/01/10

Ship: FOB LITTLE ROCK Ref:

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
1	LOT		65,276.0000	65,276.00

FORTINET 24X7 MAINTENANCE RENEWAL  
BUNDLE RENEWAL END DATE 9/6/2011  
REF. TIPS/TAPS CONTRACT #4082709  
QUOTE:FORTINET 24X7 - SEE ATTACHED

Taxes 65,276.00  
4,895.70  
TOTAL 70,171.70  
\*\*\*\*\*

A C C O U N T  
02.000.2580.0082.000.000.00.64320

AMOUNT  
70171.70

X *John Ruffin*



PO# 31000 D18

214 Martin Luther King Drive  
 Little Rock, AR 72203  
 (501)376-2081  
 Fax (501)376-1463

TO: Little Rock School District  
 John Ruffins

QUOTE: Fortinet 24x7

Date: 8/23/2010  
 Terms: NET 30  
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By: Mike Seitz  
 Account Manager

**AUTHORIZED USE OF COMPUTER NETWORKS REGULATIONS****I. Purpose**

The Internet and its vast access to information provide an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, computer related devices and software are valuable tools in the efforts of successful educational process. This, combined with the need of creating and maintaining a safe educational environment require the need for an adequate acceptable use policy for the Little Rock School District.

**Little Rock School District Responsibilities**

The Little Rock School District will take the following steps to assure proper use of the computer network:

- Teachers and/or support staff will supervise Internet sessions while in the classroom or computer lab.
- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor 'http' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information and constant system monitoring.
- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices.
- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for appropriate content and its use.
- Current virus protection and anti-Spyware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

(continued)

### **Definitions**

**Asynchronous Communication:** A type of communication protocol that allows an amount of time to pass between communications. This communication includes but is not limited to emails, discussion forums, weblogs (blogs) and social networking sites (MySpace, Facebook, etc).

**Synchronous Communication:** A type of communication protocol that allows users to communicate instantly in real time. This communication includes but is not limited to cell phones chat rooms, instant messages, voice over IP and certain 3D environments.

### **Users**

a. Users are defined as authorized personnel as defined by the Little Rock School District to operate computers, computer-related devices and other technology related equipment within the boundary of use of the District.

b. Users are described but not limited to: administrators, teachers, students, substitutes, long-term substitutes, parents, support staff and District authorized guests who are defined as vendors and presenters.

c. The amount of access to the District equipment and network for each of these uses will be determined by function and need by the appropriate technology personnel.

**Social Networks:** Websites that are “virtual communities” of people with common interest who are invited to share likes and dislikes on any particular subject, cause and/or theme or to just have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including but not limited to birthdays, gender, photos, occupation and email addresses. Communication consists of both synchronous and asynchronous communication such as chat, voice over IP, blogs, discussion forums, and video.

### **CIPA- Children’s Internet Protection Act**

- Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the “E-Rate” program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter



LITTLE ROCK SCHOOL DISTRICT	NEPN CODE: EDCA – R
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pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors;

- Schools subject to CIPA are required to adopt a policy to monitor online activities of minors; and
- Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

**FERPA- Family Educational Rights Privacy Act**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

**Flaming:** To send an e-mail message that is abusive or that offends. Typing in all capital letters is considered shouting and may be offensive.

**Internet:** A network of computer networks. Networks in the Internet are connected so they can communicate with each other regardless of their manufacture.

**Spamming:** To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.

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**Virus:** A computer program that uses various techniques to duplicate itself and travel between computers. Viruses can cause serious damage to computers such as erasing important data or crashing a system.

**Spyware:** This is a program designed to collect personal information about the user for exploitation which may or may not be for financial gain.

**Cyber bullying:** The intentional act of posting, transmitting or the displaying of embarrassing, defaming and/or untrue information about a particular person or persons for the purpose of causing intimidation, ridicule, threat, harassment, embarrassment and/or an act of violence toward a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. The information is communicated through all forms of electronic communication including but not limited to text messaging, weblogs, podcast and social networking sites such as but not limited to MySpace, Face Book, and Youtube.

## II. **Regulations**

### **General**

1. Computers, computer related devices, telephonic and other communication devices and networks are provided for conducting school business and for the educational development of students and staff. They are not intended for private or personal use.
2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their username and password. Access to other user profiles is reserved for authorized network administrators. Users assigned usernames and passwords are responsible for safeguarding this information, and will be held accountable for the consequences of intentional or negligent disclosure of this information.
4. Users are responsible for respecting the policies of other networks, which they access, and for adhering to those policies.

(continued)

5. Users may not deliberately damage or disrupt a network, computer or computer related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software, or other property will not be removed, destroyed, modified, or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and other hardware components.
6. No LRSD network, phone, or computer system will be used to terrorize, intimidate, threaten, or harass.
7. Users will not use the LRSD network for financial or commercial gain or to advertise, promote or endorse products or personal services.
8. The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
9. Network resources, information, Internet and intranet traffic, folders, drives, District provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted, and items seized and searched. Any suspected illegal activity in the District which may or may not be computer or network related in nature may result in the search of said resources.
10. Long-term substitutes may be granted network privileges at the request of the principal. If granted, the long-term substitute must sign the Employee Use Agreement.

#### **Hardware**

11. Only authorized individuals will install, service, or maintain District owned hardware.
12. All personal hardware such as media players of any kind and their content are subject to LRSD policies that refer to electronic communication devices.

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**Software**

13. Only software that is authorized by the District may be installed on computer hardware.
14. Only authorized individuals will install software on District equipment.

**Internet**

15. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.
16. Before a student is allowed to access the Internet, a Student Use Agreement must be signed by both the student and parent. Students and parents will sign the AUP each time a student enrolls at a new campus.
17. E-mail accounts will be issued to District employees and secondary students in grades 6-12. Elementary students will not be issued individual e-mail accounts but may be provided access to e-mail through a classroom account.
18. Users will not post personal contact information about themselves or other people.
19. Users are not allowed to intentionally transmit or receive obscene, pornographic, or inappropriately suggestive content or language in the form of images, files or multimedia files types through any synchronous or asynchronous communication device or software used in the Little Rock School District.
20. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services. Participation in cyber bullying (original, secondary, or distributed), is prohibited.
21. Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

(continued)

22. Use of the LRSD networks and computers to access, store, or distribute materials or sites that are considered racially derogatory or "hate sites" is strictly prohibited.
23. Students are to report immediately any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

#### **Supervision of the Computer Network**

24. Coordination of the District computer network is under the supervision of the Superintendent or designee. At the building level, the principal or designee will be responsible for coordination of activities related to the network.
25. The principal or designee will establish a system that ensures that all employees and students receive instruction in District policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.
26. The principal or designee will establish a process for reviewing these regulations with employees annually. The Employee Use Agreement must be signed by all employees. The students will sign the Acceptable Use Policy, once in Elementary, Middle and Senior High. Parent's signature will be required even when a student transfers to another school.

#### **District Communication Devices (telephones/cellular phones)**

The Little Rock School District will utilize cellular telephones and classroom telephones to enhance learning and to improve communication between schools, parents and the community. In order to maximize the use of these devices and to prevent potential abuse of these instruments, employees must be aware of, and agree to abide by, certain regulations.

27. The assignment of cellular telephones to an individual, school or department must be approved in writing by the respective Associate Superintendent. The need for the cellular telephone must be stated in writing so that the Associate Superintendent can adequately consider the request.

28. Cellular telephones assigned to district personnel may be used to conduct district business and for limited personal use. Cellular telephones should not be used in lieu of office telephones. Personal calls will be reimbursed to the district by the employee at contract rate. If roaming or long distance charges are incurred for personal calls, those charges will be reimbursed by the employee at the actual billed amount. Employees are to reimburse the district for personal cell phone calls made during "peak" business hours" (PBH). PBH phone calls are identified with a "P" under the type column of the Cellular bill and are generally between 6:00 am and 9:00 pm Monday thru Friday. (Refer to the Procurement Web Page for the current rate). Abuse of the personals use guideline may result in denial of cellular privileges. A random sampling of telephone bills will be completed quarterly by the Internal Auditor to determine if exorbitant personal use occurs. Employees failing to reimburse the district may have their payroll check deducted for the calls.
29. The LRSD will employ classroom telephones to enhance learning and to improve communications with parents. Teachers will program classroom telephones and personal cellular telephones not to ring during class to prevent disruption of instruction time. Teachers may retrieve voice mail messages and return calls during planning periods, class changes, lunch and before/after school. Classroom telephones will not be used for any commercial activity. Teachers must closely supervise student use of classroom telephones which will require a confidential access code. These codes will not be shared for any reason with students or with other staff members. Teachers will not use the telephone during class periods except for incorporation as a learning tool. Personal calls during class are prohibited. Telephone privileges may be cancelled if privileges are abused. Staff members must attend telephone training and sign a telephone use agreement form in order to receive an access code for telephone privileges.

#### Penalties for Non-Permitted Activities

27. Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other District disciplinary actions.

Revised: July 24, 2008

Revised: April 24, 2008

Date: March 23, 2006

Little Rock School District  
Authorized Use of Computer Networks  
Student Use Agreement

**Student Section**

School \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my computer privileges can be terminated and I may face other disciplinary measures.

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

**Parent or Guardian Section**

I have read the District Authorized Use of Computer Networks Policy.

I hereby release the District, its Board of Directors, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer network. This includes but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

\_\_\_\_\_ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give permission for my child to participate in the District's electronic communications system.

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

Print Parent Name \_\_\_\_\_

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

Parent's e-mail address \_\_\_\_\_

Little Rock School District  
Authorized Use of Computer Networks  
Employee Use Agreement

School or  
Department \_\_\_\_\_

Employee  
Name \_\_\_\_\_

Employee access to the District's computer network is primarily to be used as a tool in the performance of the employee's job.

\*\*\*\*

I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary action.

Employee  
signature \_\_\_\_\_ Date \_\_\_\_\_



LITTLE ROCK SCHOOL DISTRICT	NEPN CODE: EDCA
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## AUTHORIZED USE OF COMPUTER NETWORKS

### **Introduction**

The Little Rock School District provides employees and students with access to the District's computer network, which includes access to the Internet. This policy has been developed to meet the responsibility of the Board of Education for securing its network and to prevent unauthorized user access and abuse. This responsibility necessitates informing users of their privileges and responsibilities as well as the consequences of misuse.

### **Network Use by Employees**

Access to the District computer network is provided to employees for the purpose of conducting school business. Employees have the responsibility of using the network appropriately. Inappropriate use of the District's computer network may result in cancellation of network privilege as well as subject the employee to normal district progressive disciplinary sanctions.

### **Network Use by Students**

Access to the District computer network is provided for the purpose of enhancing the District's instructional program. Students have the responsibility to use the network appropriately or have network privileges revoked. Student use of the system will be governed by the Student Handbook.

Access to the Internet is one component of the network available to students. The Internet is an unregulated communication environment, and resources can be accessed which may not be appropriate for students. Internet access will be provided to students only under supervision of appropriate District personnel. Parental permission is required in order for students to access the Internet through the District system.

Adopted: May 27, 1999

Cross Reference: Student Handbook

## TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES

The Board of Education encourages the study of issues having important bearing upon the current and future status of the city, the state, and the nation. The Board recognizes that many of these important issues will be controversial; however, the Board also recognizes its primary responsibility is to provide information and opportunities for enlightenment to the students enrolled in the Little Rock School District.

In the context of legal authority and moral and social responsibility, the Board will make every effort to ensure that points of view concerning the issues of our time will be expressed to students in accordance with their interest and maturity. Matters regarding race, nationality, and political and/or religious persuasions will not be excluded solely because of such persuasion.

The Board believes that the teaching of controversial issues will be determined by:

1. The suitability of the issue for students based upon their maturity and background.
2. The relevance of the issue to the course content and to the achievement of the course objectives.
3. The extent to which the issue provides the students an opportunity to study controversial issues which have political, economic, or social significance about which they will begin to have an opinion.
4. The extent to which the issue provides the students with instruction balancing the various and/or conflicting points of view in an atmosphere free from bias and prejudice.
5. The extent to which the issue provides the students their right to form, identify, and express their own opinions on controversial issues as long as a balanced presentation is made on conflicting positions.