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C. THE INSTRUCTIONAL PROGRAM

C.1 INSTRUCTIONAL GOALS AND OBJECTIVES

The goals of the Board are as follows:

1. To provide, subject to State Law, available money and Board judgment, the type, and quality education that parents of the School District desire for their children.
2. Academic development of a child consistent with the child's interests and abilities.
3. Basic subjects of reading, writing, and math will be emphasized.
4. Basic instruction in technical skills will be provided for those students gifted in this area.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.3 CURRICULUM ADOPTION

All course offerings in the instructional program are to be reviewed and approved by the Board of Education and shall conform to standards established by the State Department of Education.

ADOPTED: June 25, 1974
REVISED: September 27, 2005
REA/ESPO consulted

C.4 BASIC CURRICULUM DESIGN

The basic curriculum design shall be taken from the course of study prepared by the State Department of Education. Any departures from the course of study shall be approved by the Board of Education.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.4a TEACHING OF SEX EDUCATION

It shall be the policy of the Roanoke City School System, that when sex education is taught as part of any curriculum, it will meet the guidelines as addressed in the Alabama Course of Study: *Health Education (page 4) regarding the Abstinence Law, Section 16-40A-2, Code of Alabama, 1975, Acts 1992, No. 92-590, p. 1216, 2.*

ADOPTED: March 27, 2003

REVISED: August 27, 2012

REA/ESPO consulted

C.5 SUMMER SCHOOL

The Board of Education shall have the authority to establish a summer school according to need.

ADOPTED: June 25, 1974
REVISED: September 27, 2005
REA/ESPO consulted

C.6 INTERSCHOLASTIC ACTIVITIES

Local schools may engage in interscholastic activities when approved by the local school principal and the Superintendent of Schools, and in some instances, the Board. All schools participating in interscholastic activities shall adhere to the provisions that follow:

1. All teachers will be notified (at least one day in advance) when a group of students will be in absentia for a school sponsored function. It will be the responsibility of the faculty sponsor to provide the office with a list of students for such approved trips.
2. Interscholastic activities must be coached, directed, or sponsored by an employee of the Roanoke City Board of Education.
3. Interscholastic activities shall be of educational value to the participants.
4. Students participating in interscholastic activities shall have written parental permission on file with the local school principal.
5. In the event a circumstance arises that necessitates that a student be transported in private vehicles, the building principal and/or sponsor of activity must approve.
6. Number of days to be absent from school must be approved by the local school principal.
7. Financing of interscholastic activities will be the responsibility of the local school.

ADOPTED: June 25, 1974
REVISED: August 27, 2012
REA/ESPO consulted

C.7 INTERSCHOLASTIC ATHLETICS

Athletics shall be conceived as an integral part of the curriculum and instructional program. All School District personnel involved in the athletic programs shall plan and conduct all athletic activities based upon sound educational principles. The welfare of the participants and the student body shall be placed before other aspects of the athletic program.

All athletic programs of the School District shall be conducted in accordance with the provisions of the Code of Alabama, State Board of Education, appropriate accrediting agencies and the State Athletic Association.

All athletic contests shall be conducted in accordance with the following:

1. The local school principal shall coordinate and control all aspects of the athletic program at the school in which he/she is principal.
2. The local school principal or his/her designated representative shall attend all athletic events held at home to observe and give general supervision as the circumstances may require. The principal's designated representative shall be someone other than the coach or coaches of the team that is participating in the athletic contest.
3. It is the responsibility of local school principals to enforce good conduct at athletic events.
4. The local school principal shall be responsible for operating a financially sound athletic program.
5. The local school principal shall approve all schedules for athletic contests prior to finalizing contractual agreements between schools.
6. The local school principal shall require written parental permission before a student can participate in athletic programs offered by the school. The permission slip shall be filed with the principal prior to engaging in practice.
7. All students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school.
8. All students must submit to a physical examination prior to engaging in practice or participation in all sports sponsored by the school.
9. Private vehicles shall not be used to transport students to and/or from interscholastic activities. In the event a circumstances arises that necessitates that a student be transported in private vehicles, the building principal and / or sponsor of activity must approve.

ADOPTED: June 25, 1974
REVISED: August 27, 2012
REA/ESPO consulted

C.8 ADULT EDUCATION

As a service to the community, the School District may provide an adult education program for those members of the community desiring to complete or supplement their formal educational training. Said programs shall meet all requirements set forth by the State Department of Education and the Board.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.9 GROUPING FOR INSTRUCTION

Students may be grouped within a school and within a classroom so that each child may receive more attention than otherwise possible. Grouping should be as flexible as possible with provision for altering the grouping as often as necessary to fit the specific purpose involved.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.10 CLASS SIZE

It is the Board's policy to keep the teacher-pupil ratio as low as possible in order that the teacher may give more individual attention to each student and to satisfy accreditation standards.

ADOPTED: February 26, 1991

REVISED: September 27, 2005

REA/ESPO consulted

C.11 TEXTBOOK SELECTION AND ADOPTION

All textbooks used in the School District shall be on the state adopted textbook list. Any departure from state adopted textbooks must be approved by the Superintendent of School and the Board.

Procedures for the selecting, distribution, collection and safekeeping of textbooks shall be developed by the School District in accordance with the provisions of the Alabama School Code, State Board of Education rules and regulations and local Board policies.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.11.a SELECTION AND UTILIZATION OF LIBRARY MEDIA RESOURCES

The Roanoke City Board of Education is legally responsible for the selection, purchase and retention of all instructional media and equipment.

Selection of resources shall be made to support and enrich school programs. The Board delegates the power of selection to each school's library media personnel, subject to final approval of administrative personnel. School faculty shall participate in the collection development process by establishing priorities for future acquisitions and by helping evaluate the currency of existing materials. Recognize criteria will be used in selecting resources in order to assure the purchase of high quality items. Acquisition of media and equipment shall be consistent with Board policies and approved procedures.

In the process of selecting materials for the media center, statements by the Association for Educational Communications and Technology and the American Association of School Librarians are taken into consideration.

The Board endorses the right of students and staff to use any resource in the school or system collection unless prohibited by legislation. Records related to the use or borrowing of any school-owned resources shall not be made public. Accountability for media and equipment purchased with school funds is the cooperative responsibility of parent, students, teachers, and administrators in the same manner required by state law for accountability of textbooks.

The Board recognizes the right of any citizen in the school district to request reconsideration of an item included in a school's library collection. Request for reconsideration should be made in the following manner.

- a. The person requesting the reconsideration should put their request in writing to the librarian of the school in question. The request will include, but not be limited to, a statement of the reason for the reconsideration and specific passages or sections that they have concerns about.
- b. The librarian of the school will respond, in writing, to the request for reconsideration within three working days.
- c. If the parent or citizen is not satisfied with the response of the librarian to the reconsideration, they have 15 working days to resubmit the written request to the principal, who in turn has 15 days to respond in writing.
- d. If the parent or citizen is not satisfied with the response of the principal to the reconsideration, they have 15 working days to resubmit the written request to the superintendent, who in turn has 15 days to respond in writing.
- e. Final consideration to withdraw or retain an item rests with the Board.

ADOPTED: September 27, 1994

REVISED: September 27, 2005

REA/ESPO consulted

C.11b COPYRIGHT POLICY

Roanoke City Schools recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the “fair use” doctrine.

Teachers and students may use copyrighted materials for educational projects and learning activities, but they must follow specific “fair use” guidelines. Fair use applies only to teacher or student-created items for instructional or educational purposes. For fair use to apply, work must be for instructional purposes, not for personal use.

While the system encourages staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system’s staff to abide by the system’s copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system’s staff to violate copyright requirements in order to perform their duties properly.

ADOPTED: February 24, 2015
REA/ESPO consulted

C.11c INTELLECTUAL FREEDOM

The American Library Association (2006) Intellectual Freedom Manual states that Intellectual Freedom is prerequisite to effective and responsible citizenship in a democracy and is one of the core values of the library profession. The American Library Association's (ALA) Library Bill of Rights (LBOR) serves as the library profession's interpretation of the First Amendment of the U.S. Constitution. The Roanoke City School Board affirms and supports these statements on intellectual freedom.

ADOPTED: February 24, 2015

REA/ESPO consulted

C.12 FIELD TRIPS AND EXCURSIONS

Any school sponsored trip must be approved by the Superintendent.

All teachers will be notified at least one day in advance when a group of students will be in absentia for a school sponsored function. It will be the responsibility of the faculty sponsor to provide the office with a list of students for such approved trips.

The school will take every measure of precaution for the well-being and safety of students while on school sponsored trips. For the teacher to be effective in supervising and chaperoning groups, it is necessary for the group to remain together.

The teachers will not accept notes or requests for students to visit friends or relatives. Students will be expected to return home with the group. Of course, parents will be permitted to get their own children at any point of the trip, but they are requested not to ask for the children of friends or neighbors.

Any pupil making any kind of trip under the sponsorship of the school or any individual teacher will be required to bring a note from his parents giving permission for him to make the trip.

ADOPTED: June 25, 1974

REVISED: September 27, 2005

REA/ESPO consulted

C.14 PARENT CONFERENCES

The Board realizes the importance of good communication between parents/guardians and school personnel. The Board requires that each school develop procedures in which the maximum amount of parental contact can occur throughout the school year.

The Board expects each school to create an atmosphere at each school campus where all parents/guardians feel welcome.

ADOPTED: March 26, 1985

REVISED: September 27, 2005

REA/ESPO consulted

C.15 SCHOOL DAY

The instructional time is very important and disruptions shall be kept to a minimum. All interruptions of instructional time must first be approved by the building principal. The building principal will only approve interruptions of instructional time in emergency or special situations.

ADOPTED: March 26, 1985

REVISED: September 27, 2005

REA/ESPO consulted

C.16 TECHNOLOGY EDUCATION

In a computer age, the Board recognizes the necessity for technology education throughout the elementary and secondary programs.

Teachers will utilize the computer at all levels for enrichment and computer assisted instruction where applicable. Technology should be used to enhance learning within and across all curricula.

The system will adhere to the Alabama Department of Education Technology Course of Study. Basic technology literacy skills, keyboarding, and digital citizenship will be taught at every grade level to prepare students for college and the workplace.

Computer Applications is a required ½ credit course taught at the secondary level. It is designed to provide students with the basic concepts and skills regarding knowledge of computer operations.

ADOPTED: March 26, 1985

REVISED: August 27, 2012

REA/ESPO consulted

C.16a VIRTUAL EDUCATION

To allow students an opportunity to earn credits and scheduling flexibility through a virtual option for students in Grades 9-12, while creating a pathway to graduation through a virtual education program. Such courses will be delivered through the Alabama State Department of Education's ACCESS program and/or a district approved Learning Management System.

Student Eligibility Criteria: Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Roanoke City Schools
- Compliance with the district's Student Acceptable Use Agreement
- Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable.
- Meet school system enrollment requirements for the course in question including, but not limited to successful completion of any prerequisite courses.

Monitoring Performance and Testing Requirements: Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual education option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

ADOPTED: April 26, 2016

REVISED:

REA/ESPO consulted

C.17 TIME ON TASK AND THE LIMITATION OF CLASSROOM INTERRUPTIONS

It is the policy of the Board that instruction time not be interrupted. It is recognized by the Board that certain types of activities of an academic nature will, at times, necessitate absence from the classroom (i.e. scholars bowl, math tournaments, science/social studies fairs, etc.) It is also recognized by the Board that certain types of non-academic programs which are important to the overall education of the child and programs of the school, will, of necessity, interrupt formal instruction (i.e. football trips, band trips). The principal of each school, under the supervision of the superintendent, will carefully monitor and control all classroom interruptions.

ADOPTED: March 26, 1985

REVISED: September 27, 2005

REA/ESPO consulted

C.18 HOMEWORK

The Board recognizes the importance of homework and maintains that it should be required in the academic subject areas. The Board also recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing the assignment. No homework assignment should be made that does not directly support a clearly identified instructional objective.

Homework should be a part of every instructional plan, and the student should understand the role that homework will play in the teaching and learning in each course. Additionally, parents, during conferences with teachers, should be given a clear understanding of the objectives behind homework as it relates to each course and requirements should be clearly identified.

Homework should never become “busywork” but, as has been stated must be an integral part of the instructional program; therefore, teachers should include homework assignments as part of each student’s evaluation at each grading period.

The Board stresses that homework assignments must be reasonable and supportive of the instructional objectives and the scope of instruction which may be limited by the constraints placed on classroom teaching.

Assignments should be commensurate with the resources available.

ADOPTED: March 26, 1985

REVISED: September 27, 2005

REA/ESPO consulted

C.19 CREDITS FROM NON-ACCREDITED INSTITUTIONS

WHEREAS The Roanoke City Board of Education recognizes its responsibility to its students to provide educational programs that are of the highest standards to satisfy requirements for high school graduation.

WHEREAS The Board has assumed its responsibility to make every effort to provide learning opportunities consistent with high standards which has supported the full State and Southern Association accreditation of Handley High School.

BE IT THEREFORE
RESOLVED That credits from non-accredited institutions (minimum of State accreditation) not be transferred for credit toward graduation from Handley High School. The only exception will be for new students transferring in from another school for the first time when credit will be applied after one (1) semester's satisfactory work.

ADOPTED: May 20, 1986
REVISED: September 27, 2005
REA/ESPO consulted

C.21 GRADUATION REQUIREMENTS

Graduation requirements will be defined as those minimum requirements that meet all state and local requirements. Requirements above and beyond the state approved minimum may be added by the schools of the School District provided they are approved by the Board.

ADOPTED: February 26, 1991

REVISED: July 22, 2008

C.22 CONTROVERSIAL ISSUES

The Board recognizes the fact that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues is an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum so long as the following guidelines are observed.

1. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
2. Teachers shall place major emphasis on HOW to think rather than WHAT TO THINK.
3. Pupils shall have access, insofar as possible, to all materials which are relevant and educationally significant to the issues at hand.
4. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinion of others.
5. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
6. Teachers shall seek to develop in pupils the ideals of truth and honesty.
7. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility but with mutual respect for all viewpoints.
8. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
9. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
10. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.
11. Before a subject which may be considered controversial is planned for in a teacher's lesson plan, prior approval shall be received from the principal.

ADOPTED: February 24, 1987
REVISED: September 27, 2005
REA/ESPO consulted

C.23 PARENT INVOLVEMENT

The goal of Roanoke City Schools is to provide an education that prepares students to lead productive lives and ensures that individuals are self-supporting and can assume civic responsibilities. Research has proven that students' potential for academic success improves when schools and homes form a strong partnership. Recognizing the importance of a partnership between home and school, the Roanoke City School System in accordance with the No Child Left Behind Act of 2001 will stress that all parent involvement programs, activities and procedures will be planned and implemented through meaningful consultation with parents and adherence to all guidelines included in federal and state legislation.

ADOPTED: October 24, 1989
REVISED: September 27, 2005
REA/ESPO consulted

C.24 IN-SCHOOL SUSPENSION

The program, to be called In-School Suspension (ISS), will stress positive reinforcement for the modification of a student's behavior. This program will be for students who may be "At Risk" of becoming drop-outs or who manifest certain unacceptable behavior traits.

Goals include the following:

1. Alteration of Unacceptable Behavior – to alter the behavior of "At Risk" students in such a way as to allow them to function successfully in the regular classroom.
2. Guidance – to provide students with a chance to better understand the nature of their personal problems through individual counselor-student contact as well as group counsel therapy.
3. Instruction – to provide students with an opportunity to continue their regular academic work while being disciplined.
4. Attendance – to allow students to attend school while being involved in a period of behavioral modification.
5. Communication – to construct a plan to work with student's behavior problems through conferences with parents, teachers, counselors, the student, and other individuals deemed appropriate to the situation.

ADOPTED: February 26, 1991
REVISED: September 27, 2005
REA/ESPO consulted

C.25 YOUTH SUICIDE AWARENESS AND PREVENTION

Roanoke City Schools will meet the policy, the instructional, the professional development and resource obligations of the Jason Flatt Act (ACT #2016-310) in order to equip our educational institutions and personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The Superintendent or their designee shall develop and implement a program to prevent suicide among our students which includes programmatic elements stated in The Jason Flatt Act (ACT #2016-310). The instructional program developed and approved to meet the policy requirements will be made available to students, parents, and legal guardians and employees by such means and methods as are customarily used for such purposes. Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this act shall be subject to state immunity law.

ADOPTED: August 22, 2017

REVISED:

REA/ESPO consulted