

I – INSTRUCTIONAL PROGRAM

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PHILOSOPHY

The Russell County Board of Education believes that all children can learn and shall be provided daily opportunities that accommodate the learning styles of each individual child. The Russell County Board of Education also believes that each individual should have an equal opportunity to pursue education in a supportive and nurturing environment.

The Russell County Board of Education seeks to provide an education that is both challenging and rigorous recognizing that each child should be provided the opportunity to reach his/her optimum potential. It is the district's intent to provide a solid educational foundation, as well as, positive learning experiences that enhance, broaden, and advance the intellectual, social, emotional, and physical abilities of each individual to become a contributing and productive member of society. The district recognizes that no one philosophy of education can express the sentiment or beliefs of all teaching personnel and perceives education as a process of growth. Each child is seen as a unique person who possesses certain potential, needs, aspirations, and interests.

The Russell County Board of Education accepts the premise that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain open communication with parents and community programs.

REVISED: Adopted by Board July 22, 2003

SOURCE: Russell County Board of Education, Phenix City, Alabama

GOALS AND BELIEFS

The goal of the Russell County Board of Education shall be to provide a solid educational foundation, as well as, positive learning experiences that enhance, broaden, and advance the intellectual, social, emotional, and physical abilities of each individual to become a contributing and productive member of society.

The district's instructional program is based on the following beliefs:

- All students can learn and are to be actively engaged in the learning process through a variety of teaching techniques that accommodate diverse learning styles.
- Students will be engaged in highly challenging academic work that develops their ability to think, reason, solve problems, and prepare them to deal with issues and problems they will face in the future.
- A safe and physically comfortable environment promotes student learning.
- The school environment should increase student understanding of different peoples and cultures, thus enriching the teaching and learning environment.
- Teachers, parents, and the community, including businesses, industries, and government, share in the responsibility for the support of the schools within the district.
- The building principal is responsible for providing an environment where teachers can teach and students can learn.
- Evaluation of student performance is crucial to learning. Therefore, immediate feedback provides motivation to move toward new areas of achievement.
- Special services and resources shall be provided for identified students.
- Teachers must stay abreast of new and innovative ideas to motivate and stimulate students' learning throughout the curriculum.
- The system exists so that it may provide the environment and the learning experiences, which assist all students in becoming responsible members of society in the 21st century.

Strong communication among all district levels shall be critical to the implementation of the total educational program. A collaborative approach shall be followed when making instructional decisions. The educational policy of the school district is set by the Board of Education, in this and other sections of its policies. Policies should be carried out by all teachers; but teachers should be granted latitude in trying new approaches, provided the experimentation is, in the opinion of the superintendent, in the best interest of the school district and the students. It is to this end that the schools of the school district have been organized.

Elementary and Secondary

The principal shall have the responsibility of managing and directing all activities carried on within the school.

The school district shall be organized on the basis of:

- Elementary -- Kindergarten through Grade 5
- Middle School -- Grades 6 through 8
- High School -- Grades 9 through 12

Adult Education

The school district shall work in conjunction with higher education to ensure that adult education programs are provided to meet the needs of the local communities. The superintendent shall recommend to the Russell County Board of Education the use of district facilities to accommodate such programs provided by its higher education partner.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
REVISED: Adopted by Board July 22, 2003

STATE COURSE OF STUDY/CURRICULUM CHECKLIST

State Courses of Study and the District Curriculum Checklist provide the road map for the instructional program and provides a clear map at each grade level of what is to be taught and how it aligns with system and state requirements. They are necessary for sequential instruction, as well as, providing accountability to ensure required objectives have been addressed in a designated time frame. The checklist provides reflection of what has been taught in previous grades and provides an overview of the instructional program. The teacher is expected to use the Course of Study/Checklist when planning for daily instruction as a valuable tool for addressing the specific requirements at each grade level. Each year, the superintendent or designee will initiate the review of the curriculum checklist to determine changes when appropriate.

Local Adoption or Variations of Required (State) Curriculum

The curriculum checklist will carry out the mandates of the State Legislature for instruction in specific subjects and shall conform to the requirements and recommendations of the State Board of Education as set forth in the publications by the State Department of Education.

The Russell County Board of Education and school administration recognize the need for educational research and innovations. To validate and disseminate results, all research and experimental projects using either staff, students, or materials within this school district shall be approved by the superintendent or his/her designee prior to their beginnings. Results from all research and experiments shall be furnished at a designated time to the superintendent, the principal, and the staff involved.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
REVISED: Adopted by Board July 22, 2003
LEGAL REF: The Code of Alabama 16-8-28, 16-11-20

DRIVER EDUCATION

The Russell County Board of Education shall provide, in accordance with rules and regulations of the Alabama State Board of Education for each high school age child beginning with the tenth (10th) grade an opportunity to take a course in driver education.

The course shall be one semester in duration and carries a half unit of credit if successfully completed.

Students must register for the course at least one semester in advance of being enrolled.

The fee for the course shall be \$15.00 per student. The fee must be paid prior to enrollment in the class.

School officials shall inform students and their parents at least one semester in advance relative to the course fee and the fee waiver in cases of hardship.

All fees received shall be recorded on a numbered receipt with a carbon copy retained at each school. Each receipt shall have sufficient information thereon for proper record keeping.

All money received from these fees shall be deposited in its entirety in the local school bank account and duly recorded in the proper Journal/Ledger Account.

The principal of each school in which driver education fees are collected must forward all such fees to the Russell County Board of Education at the beginning of each semester.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:
LEGAL REF: The Code of Alabama 16-40-51.

INTERSCHOLASTIC ATHLETICS

- I. Athletics shall be conceived as an integral part of the curriculum and instructional program. All School District personnel involved in the athletic program 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 programs.

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 accreditation agencies, and the State Athletic Association.

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

- A. The local school principal shall coordinate and control the total athletic program at the school in which he/she serves as principal.
- B. 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.
- C. The local school principal and members of the professional staff shall develop acceptable codes of conduct designed to influence and guide the behavior of students, professional staff members, and spectators at athletic events.
- D. The local school principal shall be responsible for operating a financially sound athletic program.
- E. The local school principal shall be responsible for qualifying students for participation in athletic contests in accordance with provisions of the State Athletic Association.
- F. The local school principal shall submit schedules of all athletic events (to include tournaments, etc.) to the Superintendent of Schools at least two (2) weeks prior to the season of play.
- G. The local school principal shall approve all schedules for athletic contests prior to finalizing contractual agreements between schools.
- H. 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.

- I. 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.
- J. All students must submit to a physical examination (at athletic department's expense) prior to engaging in practice or participation in any athletic program sponsored by the school.
- K. Private vehicles shall not be used to transport athletic participants except when said vehicle is owned and/or operated by a member of the professional staff of the School District or an adult member of the community and is approved by the principal.
- L. The local school principal shall ensure that adequate security precautions are observed at all athletic events. He shall request police protection for the appropriate law enforcement agency serving the school. Costs of such service shall be paid from athletic funds.
- M. All athletic costs shall be paid by the end of the school year. Exceptions must be approved by the Board of Education.
- N. All athletic financial records shall be audited each year as required by law, the State Superintendent, etc.
- O. The principal shall recommend annually in writing to the Superintendent those teachers to be assigned as coaches, sponsors, etc., and shall include justification for additional compensation, if any.
- P. Uniform designs for all teams representing the district in interscholastic athletics must be submitted by the athletic director and approved by the local school principal prior to ordering. The design must have as dominant colors the school colors that have been approved by the board of education. It is understood that an "away" uniform typically has white as a dominant color. This standard applies to all athletic teams representing the district without regard to the funds which are used to purchase uniforms.

II. Supplement Pay Schedule

- A. A teacher may be HEAD COACH for only one (1) sport during any school year.
- B. A teacher may not have more than three (3) coaching assignments during any school year.

- C. Justification for Junior High Coaches, if any, must be made in writing to the Superintendent for Board approval prior to the beginning of school for the year.

Intramurals

It is the policy of this School System that intramural activities shall be controlled carefully, for the best interests of the students and of the School District, and shall be approved by the Board of Education.

Recognizing that intramural activities constitute an essential part of the physical education program and available to all students, the Board of Education will recognize and support those intramural activities organized for educational and physical development purposes.

The Superintendent of Education shall prepare adequate guidelines for the conduct of those intramural activities approved by the Board of Education; board members shall be provided copies of the guidelines and the Board of Education may change, alter and/or amend said guidelines to meet its standards.

Financial Support

At anytime a Russell County Public School athletic team reaches a level of participation to be included in State Tournament (above the regional level) the Board of Education assumes the responsibility for providing the following:

- Transportation for the team
- Necessary substitutes at the local school

All other expenses are to be paid from the local athletic funds.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: June 27, 2006

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SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

INSTRUCTIONAL ARRANGEMENTS

It is the position of this Board that the State Accreditation Standards should be considered to be the minimum standards for the Russell County Schools. This Board shall make every endeavor within the limits of resources available, to provide the personnel and facilities to each and every school to each school to meet or exceed these standards.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

GROUPING FOR INSTRUCTION

Students should be grouped heterogeneously except, temporarily, whenever specific educational objectives make homogeneous grouping more effective. Heterogeneous grouping should be adhered to in the basic social program to allow interaction among students with wide ranges of understanding and ideas. Such interaction among students promotes respect for all individuals.

When homogeneous grouping is implemented it should be done on the basis of a systematic assessment. This assessment should involve diagnostic tests, teacher observations, and conferences with students. These groups allow the teacher to work with those students who have common needs. Such groups should be flexible and allow for the student to move freely from one group to another as he learns.

While recognizing the fact that students in any particular class vary widely in ability, achievement, experiences, and backgrounds, it is the desire of this Board that these differences not affect the quality of education that is available to every child. Classrooms should be organized and managed so that individual needs of students can be met without either holding back able students or denying other students the opportunity for success in school.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

CLASS SIZE

Class size should be in accordance with the provisions of State Accreditation Standards.

Assignments to teachers of any duties not directly related to teaching should be kept to the absolute minimum necessary. Schedules should provide some planning time, on an equitable basis, for all teachers. See State Accreditation Standards.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

INSTRUCTIONAL MATERIALS

Textbooks, Workbooks, and the like

(Basis for Selection and Selection Procedures for Textbooks)

The Russell County Board shall approve all textbooks used in the Russell County Schools. The responsibility for the textbook selection is delegated to the textbook committee. The Committee is appointed by the Board of Education upon recommendation of the Superintendent.

In all matters relating to the adoption, purchases, distribution, and use of tax-paid textbooks, the Russell County Board of Education shall observe the provisions of the Alabama State Textbook Law Act. No. 221, approved April 20, 1976. This textbook policy is intended as an instrument to implement the State Textbook Law within the Russell County School District. State law shall apply in any particular not dealt with in this textbook policy. State law shall apply if any provision of this policy seems, by interpretation to differ from State Textbook Law.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED:

LEGAL REF: Alabama State Textbook Law, Act No. 221, approved April 20, 1976

TEXTBOOK COMMITTEE, SELECTION AND ADOPTION

A. The local system-wide textbook committee shall consist of about twenty-two (22) members, three of whom shall be permanent, non-voting members, eighteen of whom shall be voting members appointed by the Russell County Board of Education from lists of teachers' names submitted by the principal of each school based on grade structure and enrollment and a non-voting parent representative. Textbook committee members shall serve for a term of one calendar year. Each school shall be represented on the committee.

B. The constitution of the committee shall be as follows:

1. Permanent, non-voting chairman
Director of Instruction
2. Permanent, non-voting member-at-large
Counselor
3. Permanent, non-voting member-at-large
Textbook Supervisor
4. Appointed, non-voting member-at-large
Parent Representative
5. Textbook membership scale:

The number of committee members will be determined by grade structure and/or enrollment.

1 - 250	= 1 voting member
251 - 450	= 2 voting members
451 - 650	= 3 voting members
651 - above	= 4 voting members

C. As enrollment shifts, as consolidations occur, and as other conditions change, the constitution of this committee shall be revised accordingly by the Russell County Board of Education.

D. Qualification for Membership:

In addition to the provisions of §16-36-62 of the *Code of Alabama*, all members of the local textbook committee shall have had a minimum of three years teaching experience, where possible, not necessarily in the Russell County School System.

All members of the local textbook committee must become familiar with Alabama laws governing their actions and with the great responsibility they have in the selection of textbooks for the Russell County School System.

- E. A subcommittee for the textbook selection shall be formed in each school. Organizing these committees shall be the responsibility of the principal in each school.
- F. The members of the local textbook committee shall not retain sample textbooks in their possession after the books have served their purpose. Samples sent by publishers to the local textbook committee must be returned to the Superintendent's office for proper disposition in accordance with §16-36-62 of the *Code of Alabama*.
- G. Textbook adoptions by the local textbook committee must be made within the limitations imposed by §16-36-62 of the *Code of Alabama*. Evaluation criteria forms will be circulated and collected from each school. This data will serve as a basis for voting by committee members.
- H. The local textbook committee will meet at least two times.
- I. Textbook representatives will make demonstrations to faculty groups only upon approval by the Superintendent.

Plan for Requisition and Distribution of State Adopted Texts

All textbooks and supplementary materials must be requisitioned through the superintendent's office. Exceptions to this regulation shall be made only by written permission of the Superintendent.

Principals shall submit requisition forms to the Superintendent's office. Textbooks needed must be listed by subject, title, grade, publisher, copyright date, ISBN number, and quantity requested. All requisitions for books must be justifiable in terms of book inventory and enrollment figures. When books are issued from the Superintendent's office, each principal or his/her designee shall acknowledge by signature receipt of the books.

When textbook allocations are insufficient to provide textbooks to all students in a particular subject and/or grade, the Department of Instruction will make the decision as to distribution of available books.

Redistribution of state-owned textbooks shall be the responsibility of the textbook supervisor.

1. All books in excess of actual need shall be returned to the Superintendent's office for redistribution. Principals shall be given a copy of a retrieval form for books transferred from their schools to the Superintendent's office.
2. No transfer of state-owned textbooks shall be made from one school to another. All book transfers shall be made through the Superintendent's office.

Teachers, as directed by their principals, shall issue books to pupils and shall observe the following regulations:

1. Before issuing books, teachers shall give pupils these instructions:
 - a. Make no mark whatsoever in state-owned books.
 - b. Do not glue or tape book-covers on state-owned books. Book covers should be of the type that requires no glue or tape.
 - c. Handle books with care at all times. (Teachers should elaborate in this area).
 - d. Pupils are forbidden to lend state-owned books to any other person.
 - e. Pupils shall be required to pay for loss of or damage to textbooks other than that resulting from normal use to state-owned books.
2. No state-owned textbook shall be issued without getting the pupil or parent/legal guardian to sign a receipt form for the book.
3. State-owned textbooks held by pupils shall be inspected quarterly. Lost or damaged books must be paid for when discovered. This procedure will make pupils more aware of the necessity of caring properly for state-owned books.

Inventory of State-Owned Textbooks

For the expenditure of textbook funds to be prudent, equitable, and adequate to the needs of the school district as a whole, complete and up-to-date inventory records must be maintained at all times.

- A. The textbook supervisor shall be responsible for maintaining a master inventory filed in the Superintendent's office at a minimum.
- B. The principal of each school shall be responsible for inventory and storage of state-owned books in his or her school.
 1. The principal or textbook designee shall submit at the end of each semester/ term an accurate inventory of state-owned books to the textbook supervisor.

4. If the parent does not make the payment, it shall be the principal's responsibility to see that the loss is covered. The principal may cover book losses from their general fund, from P.T.A. contributions, etc. In any event, restitution for books must be made to the Russell County Board of Education. (The *Code of Alabama* §16-36-62)
5. Books must be stored for the summer in a safe, dry place accessible to the textbook supervisor. The books must be arranged by grade and by subject in order that inventories may be easily checked. This procedure will also facilitate distribution of books the following school year.

Condemnation of Books

Books shall not be condemned or destroyed by anyone in any individual school. Condemnation of books is the responsibility of the Superintendent, who must condemn books in accordance with existing state law. Whenever the principals make their inventory of state-owned books, books considered unfit for further use should be stacked separately and so designated. In their selecting of books as unfit for further use, principals should bear in mind the financial limitations under which the Russell County School District operates.

Rental and/or Purchase Arrangements

In accordance with Section 16-36-35, the *Code of Alabama*, "Pupils enrolled in the public schools or any parent or guardian of any such pupil may buy textbooks at the price paid for them by the State Board of Education plus handling charges not to exceed 15% of the publisher's contract price by the state; and all contracts made with publishers shall so provide. Each city or county Board of Education may provide for the sale of such textbooks as may be needed by pupils for whose grades or courses free textbooks are not furnished. Sale of such textbooks may be made by the city or county Board of Education in the school district of which such pupil is enrolled, but the city or county Board of Education may make such sales through designated employee or agent thereof. No handling charge allowed hereunder shall incur to any member, officer, or employee of any city or county Board of Education."

If the need exists for parents or pupils to purchase textbooks, such requests must be handled by the textbook supervisor.

The cost of the textbook is the same price paid by the State Board of Education, plus handling charges not to exceed 15% of the state contract price.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

REVISED: Adopted by Board May 27, 2003

REFERENCE: The *Code of Alabama*, Title 16, Chapter 36; Alabama Administrative Code 290-2-3

SUPPLEMENTARY CLASSROOM MATERIALS

Guidelines for Selection

The Board of Education strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives. Teachers are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Teachers are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school.

Plan for Requisition and Distribution

Teachers must discuss and requisition their instructional supply needs with their principal. All instructional materials purchased with State and local monies must be done by purchase order and approved by the principal prior to purchase being made.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

SCHOOL LIBRARIES

Guidelines for Selection of Materials

The Board of Education believes that the school library/media center is a fundamental part of the educational process. The availability of any material in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Each school in the District shall maintain a school library/media center under the direction of a state certified librarian/media specialist, where students and staff may be exposed to a variety of books, periodicals, and references in printed form as well as a variety of other materials, such as filmstrips, audio tapes, recordings, pictures, etc.

Selection of library/media center material should be made through the cooperative efforts of the staff, parents, and students. Coordination of materials selection is the responsibility of each school library/media specialist who must maintain an updated and balanced collection. Reputable unbiased professionally prepared selection aides should be used as guides in the selection process.

The school library/media center will remain open for use by students and staff members during the day to the extent that proper supervision is available.

Materials selected must:

- enrich and support the curriculum;
- provide for varied interests, abilities and maturity levels of pupils served;
- stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
- provide opposing sides of controversial issues so that students may practice critical analysis of all media;
- represent many religious, ethnic and cultural groups and their contributions to our American heritage; and
- be considered for overall purpose, permanence and quality.

Responsibility and Procedures for Selection of Materials

Selection of materials involves many people, principals, teachers, supervisors, media specialists and when appropriate, lay people. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rest with the media personnel.

Audiovisual Equipment, Materials, and Services

Equipment (screens, projectors, etc.) and their distribution:

Use of audiovisual materials will necessitate the purchase of specific types of equipment which should be purchased according to the following guidelines:

- A. Equipment must be purchased for a specific purpose.
- B. All purchasing must strictly adhere to the designated procedures of Russell County Schools and the local schools.
- C. The size of the equipment must be appropriate for the intended use.
- D. Operation must be relatively simple.
- E. Comparable costs for similar equipment must be considered.
- F. Available service for parts and repairs must assure ease of maintenance and repair.

Teaching Materials and Their Distribution

The principal(s) and teacher(s) of each grade, at the elementary level and each department, at the secondary level, shall work with the supervisors of instruction in preparing a list of desirable materials to purchase for the respective areas. Members of the group shall survey teachers within respective schools to ascertain, if possible, a consensus, relative to instructional materials needed.

If materials are those which should be provided all children in Russell County, and monies are not available through State and local funds to furnish 100 % of the students, the curriculum shall determine appropriate distribution.

Film, Record and Videotape Libraries

Audiovisual materials leased from another institution and/or owned by the Russell County Board of Education shall be made available for instructional purposes. Distribution will be available through the local school principal and/or media supervisor.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED:

PROFESSIONAL LIBRARY

Professional libraries are made available at the local school and system-wide level to enhance personal and professional growth.

Selection and purchase of professional materials should be made according to the local school's staff needs based on sound fiscal consideration.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

EDUCATIONAL TELEVISION

The use of Educational Television will be according to those policies dealing with other instructional materials.

Instructional Aids for Special Subject Areas

Musical instruments may be provided on the local level or by the Board in accordance with those policies dealing with other instructional materials.

Supplies for arts, crafts, and P.E. may be supplied by the local school or by the Board in accordance with those policies dealing with other instructional materials.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED:

LEGAL AND ACCEPTABLE USE OF ELECTRONIC MEDIA

The Russell County School District (RCSD) recognizes, accepts, and utilizes electronic media to access, communicate, and transfer information. The Russell County Board of Education supports (1) the utilization of electronic media by students and staff in support of teaching, learning, and school administration; and (2) the training of staff in the selection, integration, and assessment of electronic media.

Electronic instructional materials are to be used by RCSD staff to implement, enrich, and support the educational program for students. Materials used must attend to the breadth and depth of the curriculum and the academic and productivity needs and interests of students, teachers and other staff. Utilization of telecommunications and electronic media in the RCSD at all times and in all cases should serve “educational purposes”. The *Legal and Acceptable Use Policy* is detailed further by an administrative document - *Policies, Guidelines, and Procedures for Legal and Acceptable Use of Electronic Media in the Russell County School District*. That document states policies, procedures, and practices for selection and utilization of telecommunications and electronic media, including Internet access and E-mail. The Policy also addresses the selection and acceptable and legal use of software and other audiovisual materials for educational and administrative purposes.

While an abundance of valuable information can be accessed via electronic media, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is recognized and understood that some of the resources contain information and items that are illegal, defamatory, inaccurate, or potentially offensive. Most educators believe the benefits to students from access to the Internet exceed the disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using instructional, including electronic media, resources. The Russell County School District, under the auspices of the Russell County Board of Education, respects each family’s right to decide whether or not students take advantage of the opportunity to apply for Internet and, where applicable, E-mail access.

As with all instructional activities, students will be taught how to use the Internet and other telecommunications and electronic media for intended educational purposes in accordance with age and ability appropriateness. Teachers and other staff will exercise reasonable and due care while supervising students in the use of electronic media. Additionally, a “filtering” product which is approved for school settings will be implemented at all access points.

All students must have a “Permission Form,” signed by a parent or guardian, on file with the attending school prior to using the Internet and/or E-mail at his/her school. Parents/guardians can withdraw their consent for school telecommunications use at any time. A parent’s right to decline consent for his/her child to use the Internet will be respected and upheld by school personnel.

All district employees must have on file in the district personnel office an executed “Russell County Schools Employee Technology Agreement.”

All users are responsible for appropriate behavior while using the Internet and other telecommunications and electronic media. User privileges, rights and responsibilities are outlined in detail in the *Guidelines and Procedures* document. Infringement of or disrespect to the rights of others may result in the revocation of privileges. Additionally, students are responsible for their actions while using the equipment and supporting resources. Vandalism of equipment or programs will result in consequences as defined by policies which govern student and staff conduct.

Discovery of violation of any guidelines will result in appropriate disciplinary action. The Russell County School District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through a school-based or district network or telecommunications system. Violations will be handled through due process as described in the Russell County Schools *Code of Student Conduct* or the Russell County Board of Education *Personnel Policy*.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: April 26, 2005
LEGAL REF: Children’s Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554);
Communication Act of 1934, as amended (47 U.S.C. 254 (h),(l));
Elementary & Secondary Education Act of 1965, as amended (20 U.S.C.
6801 et seq., Part F)

E-MAIL POLICY

E-Mail capability is available to assist students and employees in carrying out school related business and learning endeavors. It should be used only for purposes, which are readily identifiable as school related. Records created, sent and received via e-mail must be managed according to established legal requirements for creating, maintaining and disposing of public records. E-mail is considered to be in the same category as paper transmissions in the matter of public records.

As defined in the Code of Alabama 1975, Section 36-12-2, E-mail is a public record when it is created by a Russell County School District employee in the course of conducting school business, and when it documents the activities and business of school employees. The federal courts have acknowledged that E-mail - including messages, calendars and attachments - be considered as public records.

Student created E-mail is not considered to be a public record. All student created E-mail - including messages, calendars, and attachments - may be reviewed by a supervising teacher, school technology facilitator, principal, or other administrator.

Confidentiality of E-mail is non-existent. E-mail should always be used with the assumption that a message will be read by someone other than its intended recipient. Students and employees should be aware that e-mail communications may be read by supervising personnel. Inappropriate use of E-mail may result in disciplinary action.

Each employee will complete an Internet and E-mail training session provided by the Russell County School District. Internet and E-mail accounts will be established subsequent to requisite training and completion of the "Employee Technology Agreement" form.

Students will not be granted access to the Internet and E-mail without written approval of the parent or guardian. A parent or guardian may withdraw permission for Internet and/or E-mail access at any time by making the request to the school principal or other appropriate administrator. At all times and in all cases, student use will be supervised by a trained school employee.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: April 26, 2005
LEGAL REF: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554);
Communication Act of 1934, as amended (47 U.S.C. 254 (h),(l)); Elementary
& Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq.,
Part F)

SOFTWARE LEGAL AND ACCEPTABLE USE POLICY

The Russell County School District is a licensed user of computer and laser disc software from a variety of sources. Software is usually copyrighted by the software developer and, unless expressly authorized to do so, the Russell County School District does not have the right to make copies of the software except for backup or archival purposes. The purpose of the *Software Legal and Acceptable Use Policy* is to prevent copyright infringement and to protect the integrity of the Russell County School District's technology environment.

The Russell County School District, under the auspices of the Russell County Board of Education, will adhere to the federal copyright law which governs the use of educational software. It is against federal law to make a copy of a piece of software for any reason other than as a backup without the express permission of the copyright holder. This includes copying the entire program or the content within the program. *The user does not own the software; the user buys a license agreement that details how the software can be used.*

It is the practice of the Russell County School District to respect all computer software and to adhere to the terms of all software licenses to which the district is a party. The district Technology Director will oversee adherence to copyright provisions and license agreements at all sites in the district. Each school will name a technology facilitator to assist with carrying out the letter and intent of this policy.

Periodic software audits, no less frequent than annually, will be conducted by the district technology director to ensure compliance with software license and management policies and procedures.

The Russell County School District computers are district assets and must be kept both software-legal and virus-free. A virus protection program is available to all schools and work sites through a district-wide license and the program is upgraded periodically at the direction of the district Technology Director.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: April 26, 2005

LEGAL REF: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554);
Communication Act of 1934, as amended (47 U.S.C. 254 (h),(l)); Elementary &
Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

LEGAL AND ACCEPTABLE USE OF AUDIOVISUAL MATERIALS

Audiovisual works include videotapes, audiotapes, films, games, CDS, and laser discs. Audiovisual works are copyright protected. The rights of copyright include the right of reproduction, distribution, public performance, and display. Guidelines for legal and acceptable use of videotapes and other audiovisual works are covered by the copyright law. As with all electronic media, audiovisuals will be used for specific, planned educational purposes.

The use of a video in a school is considered public performance for which a license must be obtained. The use in direct instruction is the exception, which provides for “fair use” of videos in a school. “Fair use” does not extend to using for entertainment, motivation, reward, after-school programs (unless these are an extension of instruction), or behavior modification activities. If a school desires to use videos for these activities, public performance rights must be obtained. Video rental stores cannot grant this right.

Educators are permitted to use video cassettes if (1) legitimate copies, not pirated copies, are used; and (2) videos are used as part of face-to-face instruction by a teacher. A copy made of a video tape owned by another person or rented is not legal unless permission to make a copy is first secured from the copyright owner.

Off-air recordings can be made only by a school or district media specialist and when requested in writing by a teacher. Specific guidelines related to off-air recordings are detailed in the *Policies, Guidelines, and Procedures of Legal and Acceptable use of Electronic Media*. Programs taped at home by students, teachers, or other individuals may not be shown in school without documented authorization. Some programs, which are considered to have educational value are available for taping to the general public if permission guidelines for use and storage are followed.

At all times and in all cases, the decision for using an audiovisual work in the classroom should be based on age and ability appropriateness and educational value as a resource for instruction. Use of audiovisual works for teaching must be documented in regular lesson plans and pre-approved by the school principal. The pre-approval process ensures instructional relatedness, appropriateness, and that the item has been previewed by the teacher. Informational, historical and/or literary benefits do not justify or outweigh the presentation of age and/or content inappropriate material to students.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: April 26, 2005

LEGAL REF: Children’s Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554);
Communication Act of 1934, as amended (47 U.S.C. 254 (h),(l); Elementary &
Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

FIELD TRIPS

Field trips/extra-curricular trips that are part of the curriculum related to a unit of study may be authorized by the Superintendent or designee using the following guidelines for consideration:

1. Teacher requests must be made in writing to the Principal, Superintendent's Designee and Superintendent a minimum of 10 working days prior to the trip.
2. Overnight field trips/extra-curricula trips must have prior approval from the Russell County Board of Education at the next scheduled board meeting prior to the scheduled date of the trip.
3. All students must be transported by bus in accordance with the *Code of Alabama*, Chapter 27, Title 16.
4. In no case will a field trip occur during the first ten (10) days of the new school year, during testing, or during the last ten (10) days of the current school year, except under extenuating circumstances receiving prior approval by the Superintendent.
5. All students shall be required to furnish written parental/legal guardian permission prior to going on field trips sponsored by the school.
6. All expenses incurred for field trips must be paid by the school sponsoring the trip.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
REVISED: Adopted by Board May 27, 2003
REFERENCE: *Code of Alabama*, Chapter 27, Title 16.

REPORT CARDS

The Russell County Board of Education believes that reports concerning student progress shall be made to the parent or legal guardian of all students on a regularly scheduled basis. A notice shall be sent to parents in addition to report cards when, in the opinion of the principal and professional staff members, the situation warrants such a report. Such situations may include, but are not limited to, outstanding academic achievement, outstanding citizenship, low academic performance, and/or continuing inappropriate behavior. Reports of progress to parents shall be made according to the adopted reporting system.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
REVISED: Adopted by Board July 22, 2003
REFERENCE: Grading, Promotion, and Retention Regulation, Revised June 2003

PARENT/TEACHER CONFERENCES

The Russell County Board of Education believes that parent conferences should be held on a regular basis to discuss progress and/or areas of concern with parents/guardians concerning students.

In the Russell County School District at least two parent/teacher conferences will be scheduled each year (one per semester). Teachers should not hesitate to initiate additional parent/teacher conferences as needed.

Parents are encouraged to attend orientation as their child enters sixth and ninth grade respectively. Conferences will be held with students/parents in the summer following the eighth grade year to familiarize them with the transition to ninth grade process.

For eleventh grade students, written notice will be sent and conferences will be requested for parents of students who have not passed all portions of the Alabama High School Graduation Examination. In addition, teachers shall invite parents to confer with them on a regular basis.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

REVISED: Adopted by Board July 22, 2003

HOMEWORK

The Russell County Board of Education recognizes that education is not limited to the four walls of a classroom. Homework serves to extend learning beyond the classroom setting. Home and school must work cooperatively to make the instructional program a meaningful experience for the student. Through the application of homework, students reinforce classroom instruction.

Each school faculty should cooperatively develop a policy regarding homework which ensures that students do not spend an unreasonable amount of time outside of school completing homework assignments. Only assignments that can be completed with available resources shall be given.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

REVISED: Adopted by Board, July 22, 2003

REFERENCE: Grading, Promotion, and Retention Regulation, Revised June 2003

GRADING/PROMOTION/RETENTION

Promotion Philosophy and Purpose

The Russell County Board of Education is committed to the development of all students enrolled in Russell County Schools. The instructional program is designed to be developmental and continuous. It is based on systematic, sequential teaching and learning whereby the instructional needs of students are assessed and mastery levels are clearly defined to ensure progression of learning and maximum academic proficiency. The primary goal is to teach students so that they can attain mastery of skills needed to function successfully in the core academic areas as they progress from one grade level to the next. Sufficient time and resources will be provided as needed for each student to develop his/her full academic potential.

This policy will guide the professional staff of the Russell County School District in the proper placement of each student in an instructional program where academic success can be achieved and each student is allowed to develop socially, emotionally, and physically. The procedures and regulations for grading, promotion, and retention are congruent with existing State Board of Education policies and District administrative guidelines.

Decisions related to grading, promotion and retention of students in the Russell County School District are derived from consideration of a variety of factors. These factors include, but are not limited to: the student's age, academic history, grade level placement, attendance, socialization and capacity for learning. Students will not be penalized academically for behavior that is addressed by the Student Code of Conduct. Placement, promotion, or retention shall be made in the best interests of the student after careful evaluation of all factors relating to the student's total development with special emphasis on academic competence.

Russell County School District policy requires that all parents be informed of the progress of their children. Teachers will periodically share with parents and students an evaluation of each student's individual progress. Regular written reports, student conferences and parent conferences are encouraged to report on-going progress and achievement. Methods of evaluating and reporting the progress of students will facilitate each student's learning, encourage the growth of self-confidence and intrinsic motivation, and illustrate student competence in prescribed competencies and skills.

I. ELEMENTARY GRADES

Promotion/Retention Guidelines

Promotion decisions are to be made at the building level with consideration to the guidelines detailed herein. Such decisions are to be validated as necessary by the school-based Promotion/Retention Committee comprised of: all teachers who directly teach and/or provide instructional-related services to the student; the school counselor; the school principal; and the grade-level leader or another teacher at the school. The student's parent(s) or guardian(s) may be asked to attend meetings at which the academic progress and/or placement of their child will be discussed. At the discretion of the school principal, and in all cases which may be contested by the student's parent/guardian, the Director of Instruction and/or the Special Education Director may be asked to participate in the decision making process.

In addition to routine progress reports, notification will be made to parents/guardians at the end of the first semester of students who are failing at that time. A standard letter of notification on school letterhead will be used to let parents/guardians know that improvement is needed for the student to be promoted to the next grade at the end of the year. This letter will be mailed to parents/guardians within one week of distribution of report cards at the end of the first semester or term.

The classroom or homeroom teacher will make a documented follow-up contact for each student whose parent/guardian is sent a letter, to ensure that the letter was received, that the intent was understood, and to elicit support for making needed improvements.

For each student who has failing grades at the end of the first semester, an instructional and/or behavioral action plan for improvement will be developed (or an existing plan revised) and implemented. This plan will be a collaborative effort among the student's teachers(s), the student's parents/guardians, the school counselor, appropriate support personnel, the principal, and appropriate district personnel.

For each student who is retained in grade, an action plan will be developed for the ensuing year.

Report Cards

Student report cards will be issued at the end of each nine-week grading period. Progress will be reported in the following areas: Language Arts, Mathematics, Social Studies, Science and Physical Education.

Kindergarten

The Kindergarten program provides activity-based instruction to promote student success. A nine-week report to the parent or guardian will reflect the developmental stages of early childhood education. On-going communication between the school and home enhances the social, emotional, physical, and intellectual growth of the child.

The following codes will be used to report progress of Kindergarten students:

S	SATISFACTORY	Student is achieving according to expectations for designated grading period.
N	NEEDS IMPROVEMENT	Student is progressing slower than expected for designated grading period.
U	UNSATISFACTORY	Student is not achieving according to expectations for designated grading period.

No mark indicates this area has not yet been evaluated.

Grades will be determined for the Russell County School District based on the following percentages:

Kindergarten students are evaluated based on skill mastery; therefore, grading percentages are not applicable for these students.

A student may, upon recommendation of the Promotion/Retention Committee and with parental input, be retained in Kindergarten. In such a case, retention should be based on the belief that an additional year of Kindergarten educational experiences and maturation will increase the likelihood of future academic success for the student. For each student who is retained in grade, an action plan will be developed for the ensuing year. Retention will be considered only in severe cases of delayed development.

Grades One and Two (1-2)

Student report cards will be issued at the end of each nine-week grading period and will report progress in the following areas: Reading, Language Arts, Mathematics, Social Studies, Science and Physical Education. Progress reports will be issued at the mid-point of each grading period (or more frequently if necessary). On both, report cards and progress reports, comments may be made to reflect academic achievement, attendance and behavior.

The following codes will be used to report progress of Grades One and Two students in Reading, Language Arts, and Mathematics:

A	(90-100)	Excellent	Consistently exceeds grade level requirements
B	(80-89)	Above Average	Consistently produces quality grade level work
C	(70-79)	Average	Satisfactorily meets minimal grade level requirements
D	(60-69)	Below Average	Has difficulty meeting minimal grade level requirements
F	(below 60)	Failing	Fails to meet minimal grade level requirements

The following codes will be used to report progress of Grades One and Two students in Social Studies, Science and Physical Education:

- (S) Demonstrates skill or behavior consistently/usually
- (N) Requires frequent teacher assistance
- (U) Shows no understanding of concepts

Grades will be determined for the Russell County School District based on the following percentages:

- Tests/Projects - 50%
- Class work - 40%
- Homework - 10 %

Students who receive a final grade of -F- in Reading, Language Arts and/or Mathematics will be considered for retention by the school's Promotion/Retention Committee. If the Committee determines that the student's likelihood of future academic success can be increased by repeating the grade, the student will be retained in grade. If the Committee determines repeating the grade will not be beneficial, the student will be promoted. In either case, an action plan will be developed and implemented for the ensuing year.

Grades Three through Six (3-6)

Student report cards will be issued at the end of each nine-week grading period and will report progress in the following areas: Reading, Language Arts, Mathematics, Social Studies, Science and Physical Education. Progress reports will be issued at the mid-point of each grading period (or more frequently if necessary). On both, report cards and progress reports, comments may be made to reflect academic achievement, attendance and behavior.

The following codes will be used to report progress of Grades Three through Six students in Reading, Mathematics, Language Arts, Social Studies and Science:

- | | | | |
|----------|------------|---------------|---|
| A | (90 -100) | Excellent | Consistently exceeds grade level requirements |
| B | (80-89) | Above Average | Consistently produces quality grade level work |
| C | (70-79) | Average | Satisfactorily meets minimal grade level requirements |
| D | (60-69) | Below Average | Has difficulty meeting minimal grade level requirements |
| F | (below 60) | Failing | Fails to meet minimal grade level requirements |

The following codes will be used to report progress of Grades Three through Five students in Physical Education:

S	Satisfactory	Student usually adheres to the criteria
N	Needs Improvement	Student seldom adheres to the criteria
U	Unsatisfactory	Student fails to adhere to the criteria

Grade Six will receive a numerical grade in Physical Education.

Grades will be determined for the Russell County School District based on the following percentages:

Tests/Projects - 60%
Class work - 30%
Homework - 10 %

In order to be promoted, students must earn a grade of -D- or above in four (4) of the five (5) core subjects: Reading, Language Arts, Mathematics, Science and Social Studies. Students who receive a final grade of -F- in two or more of the following subjects - Reading, Language Arts, and Mathematics - will be referred to the Promotion/Retention Committee to determine whether the child will be retained and must repeat the grade.

If the Promotion Retention Committee recommends to the principal that the student's likelihood of future academic success can be increased by repeating the grade, the student may be retained in grade. If the Committee determines that repeating the grade will not be beneficial, the student will be promoted.

Any student found to have cheated on a test (including state mandated) will receive a zero and/or voided score for that test. A cheating violation involving a state mandated test will be subject to the requirements of the State Assessment Guidelines.

II. SECONDARY

Report Cards

The following regulations apply to secondary grade reporting:

Grades Seven and Eight (7-8)

Student report cards will be issued at the end of each nine-week grading period and will report progress in the following areas: English, Mathematics, Social Studies, Science, Physical Education and Electives. Progress reports will be issued at the mid-point of each grading period (or more frequently if necessary). On both report cards and progress reports, comments may be made to reflect academic achievement, attendance and behavior.

The following codes will be used to report progress of Seventh and Eighth grade students in Mathematics, Language Arts, Social Studies, Science, Physical Education and Electives:

A	(90 -100)	Excellent	Consistently exceeds grade level requirements
B	(80-89)	Above Average	Consistently produces quality grade level work
C	(70-79)	Average	Satisfactorily meets minimal grade level requirements
D	(60-69)	Below Average	Has difficulty meeting minimal grade level requirements
F	(below 60)	Failing	Fails to meet minimal grade level requirements

The following codes will be used to report progress of students in grades seven and eight in Conduct.

S	Satisfactory	Student usually adheres to the criteria
N	Needs Improvement	Student seldom adheres to the criteria
U	Unsatisfactory	Student fails to adhere to the criteria

Grades will be determined for the Russell County School District based on the following percentages:

Tests/Projects - 65%
Class work - 20%
Homework - 15%

Grades in Physical Education and/or Career-Technical courses will be based on the following percentages:

Tests/Projects - 20 %
Daily Performance/Class work/Daily Participation - 80 %

A credit for the following courses may be earned at Russell County Middle School:

Algebra I

Spanish I

Business, Technology Essentials

Please note that any class that receives credit will be calculated into the student's Numerical Grade Average at Russell County High School.

In order to be promoted, students attending Russell County Middle School must receive a –D- (60 & above) or better for the year in six of the classes assigned to include all of the four core subjects (English, Math, Science and Social Studies). The school's Promotion/Retention

Committee will consider students who do not meet these standards for retention. If the committee determines that repeating the grade can increase the student's likelihood of future academic success, the student will be retained in the grade. If the committee determines that repeating the grade will not be beneficial, the student may be promoted. (In the event that Russell County Middle School reverts back to a six-period day, students would be required to pass all four core subjects and one elective in order to be promoted.)

Russell County School District subscribes to the *No Pass No Play Policy* which conforms to the State Board of Education and the Alabama High School Athletic Association. Questions regarding eligibility should be referred to the principal of the school the student is attending.

Any student found to have cheated on a test (including state mandated) will receive a zero and/or voided score for that test. A cheating violation involving a state mandated test will be subject to the requirements of the State Assessment Guidelines.

Grades Nine through Twelve

- 9th grade - 8 units
- 10th grade - 8 units
- 11th grade - 8 units
- 12th grade - 8 units

TOTAL POSSIBLE..... 32 units

Student report cards will be issued at the end of each nine-week grading period. Progress reports will be issued at the mid-point of each grading period (or more frequently if necessary). On both report cards and progress reports, comments may be made to reflect academic achievement, attendance and behavior.

The following codes will be used to report progress of Grades Nine through Twelve.

A	(90 -100)	Excellent	Consistently exceeds grade level requirements
B	(80-89)	Above Average	Consistently produces quality grade level work
C	(70-79)	Average	Satisfactorily meets minimal grade level requirements
D	(60-69)	Below Average	Has difficulty meeting minimal grade level requirements
F	(below 60)	Failing	Fails to meet minimal grade level requirements

Grades will be determined for the Russell County School District based on the following percentages:

- Tests/Projects - 70%
- Class work - 20%
- Homework - 10%

Grades in Physical Education and/or Career-Technical courses will be based on the following percentages:

Tests/Projects - 20 %

Daily Performance/Class work/Daily Participation - 80 %

Students attending Russell County High School must receive a D (60 & above) or better in order to receive credit in the course.

Russell County School District subscribes to the *No Pass No Play Policy* which conforms to the State Board of Education and the Alabama High School Athletic Association. Questions regarding eligibility should be referred to the principal of the school the student is attending.

Any student found to have cheated on a test (including state mandated) will receive a zero and/or voided score for that test. A cheating violation involving a state mandated test will be subject to the requirements of the State Assessment Guidelines.

PROMOTION REQUIREMENTS FOR RUSSELL COUNTY HIGH SCHOOL

NINTH GRADE

In order to be promoted from the 9th grade to the 10th grade a student must pass seven units of credit. A student who fails Math, English, Social Studies or Science should make arrangements to attend summer school immediately following the present academic year.

TENTH GRADE

In order to be promoted from the 10th grade to the 11th grade a student must pass fourteen units of credit. A student who fails Math, English, Social Studies or Science will be re-scheduled into that class at the earliest possible opportunity. Students are encouraged to attend summer school to earn missed credits.

ELEVENTH GRADE

In order to be promoted from the 11th grade to the 12th grade a student must pass twenty-two units of credit. A student who fails Math, English, Social Studies or Science will be rescheduled into that class at the earliest possible opportunity. Students are encouraged to attend summer school to earn missed credits.

TWELFTH GRADE

In order to graduate a student must earn thirty units of credit, pass all courses required for graduation by the State of Alabama and the Russell County Board of Education, and have passed all parts of the Alabama High School Graduation Exam.

**RUSSELL COUNTY GRADUATION REQUIREMENTS
FOR THE HIGH SCHOOL DIPLOMA**

Beginning with the 2003-2004 school year, graduates must successfully pass all parts of the Alabama High School Graduation Exam.

ELECTION PROCESS of VALEDICTORIAN & SALUTATORIAN

Valedictorian - the student in the senior class with the highest Numerical Grade Average.

Salutatorian - the student in the senior class with the second highest Numerical Grade Average.

First semester of the freshman year to the end of the first semester of the senior year will be included in the computation of the Numerical Grade Average. A student must be enrolled in Russell County High School full time during the entire senior year in order to be considered for Valedictorian or Salutatorian. All exact numerical averages for student candidates will be computed from ninth grade through the end of the first semester of the senior year. Averages will be calculated to three decimal places. Eight points will be added to the final average for each Advanced Placement Course taken. Four points will be added to the final average for each honors course taken as well as Advanced Math and Calculus.

If there is a tie between two or more students for valedictorian and/or salutatorian, the Numerical Grade Average for the core courses for each candidate will be calculated to three decimal places to determine the valedictorian and salutatorian.

Alabama High School Diploma

There are five diplomas obtainable by the State Department of Education and the Russell County Board of Education. They are outlined in the following pages.

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics.....	4
Two credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Two additional mathematics credits.....	2
Science.....	4
Two credits to include the equivalent of:	
Biology - 9th.....	1
Physical Science - 10th.....	1
Two additional science credits.....	2
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - World History.....	1
Grade 10 - U. S. History.....	1
Grade 11 - U. S. History.....	1
Grade 12 - Government/ Economics.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education.....	0.5
Computer Applications**.....	0.5
Electives.....	11.5
Russell County Board of Education shall offer foreign languages, arts education, physical education, career/technical preparation, ROTC, and driver education as electives.	
TOTAL.....	30

* All four required credits in Social Studies shall comply with the current Alabama Course of Study.
 ** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the elective credits, making a total of 12 elective credits.

Alabama High School Diploma with Advanced Academic Endorsement

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics.....	4
Three credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Algebra II with Trigonometry.....	1
Advanced Math.....	1
(Students who have passed Algebra I in the 8th grade will adhere to the following sequence in grades 9-12).	
9th Geometry	
10th Algebra II with Trigonometry	
11th Advanced Math	
12th Elective in Math Available (Optional)	
Science.....	4
Four credits to include the equivalent of:	
Biology - 9th.....	1
A Life or a Physical Science - 10 th	1
Chemistry - 11th.....	1
Physics - 12th.....	1
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - World History.....	1
Grade 10 - U. S. History.....	1
Grade 11 - U. S. History.....	1
Grade 12 - Government/ Economics.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education.....	0.5
Computer Applications**.....	0.5
Foreign Language***.....	2
Electives.....	9.5
Russell County Board of Education shall offer foreign languages, arts education, physical education, career/technical preparation, ROTC, and driver education as electives.	
TOTAL.....	30

- * All four required credits in Social Studies shall comply with the current Alabama Course of Study.
- ** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the elective credits, making a total of 10 elective credits.
- *** Student earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

**Alabama High School Diploma
with Advanced Career/Technical Endorsement**

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics.....	4
Two credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Two additional mathematics credits.....	2
Science.....	4
Two credits to include the equivalent of:	
Biology.....	1
A Physical Science.....	1
Two additional science credits.....	2
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - World History.....	1
Grade 10 - U. S. History.....	1
Grade 11 - U. S. History.....	1
Grade 12 - Government/ Economics.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education.....	0.5
Computer Applications**.....	1
Career/Technical Education (sequenced program of courses)***.....	3
Electives****.....	8
Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation, and driver education as elective credits.	
Local boards are not required to implement this diploma endorsement.	
TOTAL.....	30

- * All four required credits in Social Studies shall comply with the current Alabama Course of Study.
- ** May be waived if competencies outlines in the computer applications course are demonstrated to qualified staff in the local school system. The designated one credit will then be added to the elective credits, making a total of three elective credits.
- *** The Alabama courses of study shall be followed in determining minimum requirements for the coherent sequence of career/technical education courses.
- **** Students may earn the advanced career/technical and the advanced academic endorsements concurrently if the elective credits as outlined above are used to earn the required credits in foreign language.

**Alabama Occupational Diploma
Alabama High School Diploma**

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
Employment English I.....	1
Employment English II.....	1
Employment English III.....	1
Applied Employment English IV.....	1
Mathematics.....	4
Four credits to include the equivalent of:	
Job Skills Math I.....	1
Job Skills Math II.....	1
Job Skills Math III.....	1
Applied Job Skills Math IV.....	1
Science.....	4
Four credits to include the equivalent of:	
Life Skills Science I.....	1
Life Skills Science II.....	1
Life Skills Science III.....	1
Applied Life Skills Science IV.....	1
Social Studies*.....	4
Four credits to include the equivalent of:	
Career Preparation I.....	1
Career Preparation II.....	1
Career Preparation III.....	1
Applied Career Preparation IV.....	1
Career/Technical Education.....	2
*Cooperative Career/Technical Education.....	1
Physical Education.....	1
Health Education.....	0.5
Fine Arts Education.....	0.5
Electives.....	9
(Existing laws require LEAs to offer fine arts education, physical education, wellness education, career/technical education, and driver education as electives).	
TOTAL.....	30

* May be a part of the two credits for Career/Technical Education. The designated one credit for Cooperative Education will then be added to the electives, making a total of 10 electives.

Alternate Adult High School Diploma

Effective for students in the twelfth grade in the 2000-2001 school year and beyond, to earn an Alternate Adult High School Diploma, eligible students shall pass the Test of General Education Development (GED) and earn the required credits for the Alabama High School Diploma (AAC Rule 290-3-1-02(8)(a)). Eligible students are those who have not passed one or more subject-area tests in the fall administration of their senior year, and have participated in the High Hopes Remediation Program offered by their local education agency.

PROMOTION IN SPECIAL EDUCATION

Promotion and certificates of completion or graduation for special education students will be determined by the Individual Education Plan (IEP) developed by the IEP Committee. Satisfactory completion of units specified in the IEP will determine promotion. Participation in the Alabama Student Assessment Program and the Alabama High School Graduation Exam will also be determined by the IEP Committee. Special Education students must pass all parts of the Alabama High School Graduation Exam and meet state and district credit requirements to receive a Standard, Advanced, or Career-Tech high school diploma.

Students with learning disabilities who are assigned to regular classes are expected to meet the same requirements for promotion as students in the regular classes.

GUIDELINES FOR STUDY AND HOMEWORK

Education is not limited to the four walls of a classroom. Homework serves to extend learning beyond the classroom setting. Home and school must work cooperatively to make the instructional program a meaningful experience for the student. Inherent to success is the student's ability to develop and use effective study habits. (Classroom teachers must foster the development of good study habits and must teach study skills as part of their instructional program.) Through the application of study skills and homework, students reinforce classroom instruction.

DEFINITIONS:

Homework: An assignment to be completed outside of the regular classroom time which is designed to reinforce the classroom presentation.

Study Habits: Patterns developed by individual students to facilitate their learning, i.e. the ability to make effective use of time and materials, the amount of time spent in studying, promptness in beginning work, the degree of concentration and the physical conditions in which students study.

Study Skills: Those abilities and processes necessary to acquire and apply knowledge successfully in the content areas.

Higher-Order Thinking Skills that are developed through analysis, synthesis, intellectual skills: evaluation and application.

RESPONSIBILITIES:

School System

1. Russell County Schools will include study skills as part of the curriculum and introduce the skills early as a continuing part of the curriculum at all levels in a student's education and program.
2. Quality, as opposed to quantity, should be a major consideration in making homework assignments.
3. Each school's overall instructional plan shall include the following policies for homework:
4. The Russell County School District will inform parents in writing of homework policies at the beginning of each school year.
5. These policies shall be maintained on file and available for review in each local school and in the superintendent's office and become a part of Grading, Promotion, Retention and Attendance Regulations.

Principal

1. The principal shall meet with the faculty to discuss the homework policy and to establish procedures with the staff for coordinating homework assignments.
2. The principal shall monitor the relationship between homework assignments and instructional objectives.

Teachers

1. Each classroom teacher has the responsibility for fostering the development of good study habits in all students.
2. Each teacher shall plan instructional activities that teach and/or reinforce study skills at his/her assigned subject and/or grade level.
3. Each classroom teacher will be left with the responsibility to determine actual homework assignments consistent with the board of education policy.

Parents

1. Parents have the responsibility to provide conditions conducive to effective study activities at home as well as to encourage student completion of homework activities.
2. Parents will be encouraged to communicate with the school in order to receive information about homework and to ascertain the academic progress of their children.

Students

1. Students will work toward acquiring effective study habits and skills.
2. Students will be responsible for completing assigned tasks.

SOURCE: Russell County Board of Education, Phenix City, Alabama
REVISED/ADOPTED: July 10, 2007
LEGAL REF.: The Code of Alabama, Chapter 290-3-1

EVALUATION OF INSTRUCTIONAL PROGRAM

The Board of Education shall encourage and support systematic and comprehensive evaluations of the instructional program and all related areas. Continuous assessments shall be conducted within each school as well as on a system-wide basis. The School Board, individual schools, as well as teachers, shall delineate goals, needs for improvement and plans for organizing the school's resources to seek solution.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED:

LEGAL REF.: Code of Alabama, 16-8-8, 16-8-29, 16-9-15, 16-9-22, 16-11-9, 16-11-18, 16-11-20, 16-12-5, 16-12-8, 16-23-13 to -14, 16-23-16

EDUCATIONAL AUDIT

All student test scores, achievement and placement, shall be audited several times each year. When student problems are identified, remediation is proposed and implemented. Documentations are made of the proposed remedies and suggestions. During an audit, the status of problems recorded during previous audits is examined to ascertain the results of implementing proposed remedies. Principals will audit at least two times (end of 1st and 3rd reporting periods) and an audit team will audit two times (middle of the 2nd and 4th reporting periods). The end of year audit sets in motion the scheduling and programming for the subsequent year.

Instructional audits are conducted in conjunction with the academic audits to identify program effectiveness and problems. Those problems identified will be corrected as soon as feasible.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED:

CONTROVERSIAL ISSUES

Education without the study of controversial issues is incomplete if such is not prohibited by the First Amendment. The following statements distill the essence of what is meant.

- A. The school may sponsor the study of issues, but may not sponsor the practice of any one.
- B. The school may expose students to all issues and views, but may not impose any particular view.
- C. The school's approach to issues is one of instruction, not of indoctrination.
- D. The function of the school is to educate about all issues, beliefs, not to convert to any particular one.
- E. The school's approach to issues is academic.
- F. The school should study what all issues are, but should not teach a pupil what he should believe.
- G. The school should strive for student awareness of all sides of issues, but should not press student acceptance of any one side.
- H. The school should seek to inform the student about issues and various beliefs, but should not seek to conform him to any one.

Challenged Materials

Because materials may be subjected to challenge, librarians should be as knowledgeable as possible about controversial books, and other instructional materials. A file should be kept on materials which might be considered controversial.

When material is challenged, it is suggested that the following procedure be followed:

- A. Request the complainant(s) to file objections in writing.
- B. Temporarily withdraw the material pending a decision of the media committee (media supervisor, Superintendent, principal, teacher(s), and librarian).
- C. Inform the local school principal, Superintendent and media supervisor about the complainant's challenge.
- D. The media committee shall review the document(s) under challenge, reach a decision, and report review and decision to complainant(s).

- E. Complainant(s), if not satisfied with results, shall be notified of right to appeal to the Superintendent.
- F. Complainant(s) shall be afforded another hearing as scheduled by the Superintendent. Should the matter remain unsettled appeal shall be made by complainant(s) to the Board.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: