

## 601 PROGRAM OF INSTRUCTION

### General Statement

The program of instruction shall include all studies required by the State Department of Education and the State Standards and such other subjects and activities as may be recommended by the Superintendent and staff and approved by the School Board. All programs will be based upon the educational philosophy of the District in keeping with sound educational thought and practice.

### Special Educational Programs

Provisions shall be established for those school-age children and youth who require special instruction, either in separate programs or within the regular classroom, in order they may develop and progress to the greatest possible extent in accordance with the State Statutes and the regulations of the Delaware Department of Education and such other provision as the Superintendent and the School Board may deem appropriate.

### Pupil-Teacher Ratio

The policy of the District is to maintain the best possible pupil-teacher ratio in all schools permitted within the framework of the State unit system and availability of local funds.

### Program and Schedule

Responsibility for determining content, allocating time and fixing of school programs and schedules shall be delegated to the Superintendent and his staff who shall exercise care that such schedules are consistent with the laws, the requirements of authorized accrediting bodies, and with those practices which promote effective learning.

### Co-Curricular Programs

Several programs of students' activities shall be considered a part of the total school program and shall be so designed as to promote the overall objectives of the schools.

### Physical Education and Athletic Program

The Board shall be responsible for a sound developmental health and physical education athletic program beginning in grade K continuing through twelve grades.

Extra-Curricular Programs

The Board will maintain a developmentally appropriate student activity program as varied as staff and facilities permit. Extra-curricular activities will be organized, supervised and conducted under the auspices of the school system.

Evaluation

The Superintendent shall establish appropriate procedures for the continuous evaluation of the total program of instruction through such means as tests, evaluative criteria, follow-up studies and community surveys.

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FIRST READING:	12/17/14
SECOND READING AND APPROVAL:	2/4/15

## 602 SCHOOL SESSIONS

### School Calendar

The Board shall annually adopt a calendar for the ensuing school year and submit to the Delaware Department of Education.

### School Day

The Superintendent shall fix the hours during which school shall be in session, subject to the approval of the Board.

## 603 INSTRUCTIONAL METHODS AND AIDS

The schools shall employ such instructional methods, which will promote the objectives of the school as effectively and efficiently as possible and as will allow for differences in individual capacities, interests and abilities.

### Textbook, Instructional Materials, Equipment, and Technology Evaluation/Adoption Schedule

The superintendent shall approve and recommend for adoption all texts considered consistent in rigor and content required by state standards. A Textbook, Instructional materials, Equipment and Technology Committee shall conduct an evaluation process and make recommendation. Other necessary books and materials may be ordered on the approval of the superintendent.

Under the direction of appointed administrator(s), a Textbook, Instructional Materials, Equipment and Technology recommendation/adoption schedule will be established on a five (5) year rotation basis. This schedule will be followed unless funding limitations or state curriculum interfere or require a revision to the schedule.

### Books and Materials

All authorized books and instructional materials shall be furnished free for pupil use under regulations of the superintendent.

### Controversial Issues

The study of controversial issues shall have a legitimate place in the work of the District, and shall be subject to the review of the principal.

### Field Trips

Educational field trips are considered to be an extension of the classroom. The educational values to be gained by taking field trips should be maximized by careful pre-planning and appropriate follow-up activities. The principal of the school shall be consulted before a teacher initiates plans for a trip. The purpose and educational value of the trip shall be outlined. Whenever possible, school vehicles will be used for field trips. In all cases, written permission from the parents of children concerned shall be obtained for the specific trip. All overnight trips require Board approval.

### Homework

Homework shall be an integral part of the learning process as it provides practice and extension of those skills taught in the classroom. Since it is considered a strong component of education, it

is the responsibility of the student to view homework as serious and necessary and make efforts to complete it to the best of his/her ability. Parents are responsible for supporting the homework effort by active supervision. For example, they should provide a setting conducive to study, encourage the student and demonstrate a genuine interest in his/her progress. In essence, a partnership shall be formed between the home and the school in the hope that the education of the student can be enhanced.

### Elementary

Teachers shall design homework tasks that can be done by the average student in a reasonable amount of time. Assignments should be fairly balanced within academic areas and across days of the week. Attempts should be made to consider density of assignments within grade levels during a given period.

Teachers shall consider the total needs of the students in relation to the limited amount of time that is available in order that a balance exists between the school's requirements on all other community and family obligations and opportunities.

Teachers shall carefully preview assignments, i.e., provide good directions and guided practice so that requirements and final expectations are clearly understood by all students.

Teachers shall provide homework that is on a student's independent level, not his/her level of frustration.

Teachers shall incorporate homework into the grading system in a meaningful system.

### Purpose of Homework

To reinforce and practice skills and concepts that have previously been taught.

To be meaningful extensions of the classroom learning activities or provide boarder enrichment.

To provide opportunities for students to develop independent reading habits and interests.

To prepare for tests and quizzes, i.e., to study.

### Secondary

Teachers shall design homework that can be done in a reasonable amount of time. Since what is "reasonable" is difficult to define, a general approximate guideline would be that the average students shall have between eight and twelve hours of homework a week cumulative across all subject areas. This is not a static number of hours as major projects and exams would require additional time.

Teachers shall consider the total needs of the students in relation to the limited amount of time that is available in order that a balance exists between an individual teacher's requirements and all of the other classroom, community and family obligations and opportunities.

Teachers shall carefully preview assignments, i.e., provide good directions and guided practice so that requirements and final expectations are clearly understood by all students.

Teachers shall correct, comment upon or acknowledge in some way most assignments and return them in a timely fashion.

Teachers shall incorporate homework in a meaningful fashion into the grading system.

#### Purpose of Homework

To reinforce and practice skills and concepts that have previously been taught.

To be meaningful extensions of the classroom learning activities or provide boarder enrichment.

To provide opportunities for students to develop independent reading habits and interests.

## 604 LIBRARY SERVICES

The District shall promote the use of library materials in the schools, and the school libraries shall meet accepted library standards.

The Board is responsible for the provision of library materials. The selection of such materials is delegated to the principals, librarians and the Standing Book Selection Committee.

The administrative staff will follow the procedures for the selection of library materials and such procedures will be subject to review by the Board.

Complaints regarding library materials will be reviewed by the school administration. The principal will be responsible for resolving the problem but appeals may be made to the Superintendent and the Board.

605 SEPARATION OF CHURCH AND STATE

The Board will uphold the Constitution of the United States provision for separation of church and state.

## 606 TESTING

The Board shall recognize the importance of educational and psychological measurement and the important contribution it makes in support and evaluation of the total educational program. The following policies shall apply to the administration and use of psychometrics in the District.

All tests adopted by the District for general and routine use shall be consistent with recognized test theory and practice and must be technically sound. The testing program shall recognize the limits of standardized measurement and shall develop practices, which are within these limits.

Test results and diagnostic interpretations obtained from individual psychological examination shall be treated as confidential. Release of information from these evaluations shall be made only on the authorization of the school principal with the approval of the Superintendent of schools.

Experimental tests and measurements which are part of research activities, supported either by the District or by outside agencies or institutions shall be restricted in their use, shall be voluntary, and shall not be exploitative of any child. A test, which includes questions relating to personal habits or beliefs or to relationships and activities in the home, shall be administered only after parental consent. All such applications of testing shall have the prior approval of the Superintendent. Results from such testing will be treated as confidential. No research project shall identify pupils by name or shall report data, in such form so as to make the identity of individual subject known.

Approval testing devices shall be administered where necessary on individual, small group, classroom, and every-student basis under the supervision of qualified professional personnel.

The district testing program shall be divided into the following categories: State Testing Program; classroom testing; selective subject area testing; individual testing; optional testing; pre-college and vocational aptitude testing; research testing; assessment of health needs; and diagnostic testing.

Upon written request of the building principal and approval by the Superintendent, a parent or legal guardian may become acquainted with the nature of tests by examining school records pertaining to his or her child. Professionally competent personnel shall be present and assist in the analysis of such records.

## 607 CENSORSHIP

The Board, which is responsible for all instructional materials, shall recognize the student's rights of free access to many different types of books and materials. The Board shall recognize the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is, therefore, the policy of the District to require the materials selected for our schools be in accord with the following:

1. Books and other instructional materials shall be chosen for values of interest and enlightenment of all students in the community and requires the approval of Instructional Materials Selection Committee. Instructional materials shall not be excluded prior to review of the Standing Instructional Materials Selection Committee.
2. Every effort shall be made to provide material that present all points of view concerning the problems and issues of our times, international, national, and local, and books or other instructional materials of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval, or disapproval.
3. Censorship of books or instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

In accordance with number three (3) above, the Board has adopted the following policy for dealing with censorship of books and other materials:

1. The final decision for controversial reading, viewing, listening, or constructing shall rest with the Board after careful examination and discussion of the book or reading matter with school officials or anyone else the Board may wish to involve.
2. No parent or group of parents has the right to determine the instructional materials for students other than their own children.
3. The Board shall recognize the right of an individual parent to request that his child not have to read a given book, participate in viewing, listening to constructing, provided a written request is made to the appropriate building principal.

4. Any parent who wishes to request reconsideration of any use of instructional materials in the school shall make such a request in writing. The statement shall be signed and identified so that a reply may be given.
5. A Standing Instructional Materials Committee will be in operation in each school, and will consist of one (1) librarian, if applicable, a minimum of two (2) teachers, and the building principal. The committee may include any other persons deemed appropriate by the building principal. The committee will review the material and judge whether it conforms to the stated principles, and submit its report in writing to the principal with a copy to the district director of curriculum.
6. If the matter cannot be resolved at the building level, the written criticism, alone with the principal's evaluation, will be forwarded to the appropriate director of curriculum for disposition. The concerned parties will be notified of the final disposition in writing.
7. The Board of Education shall have the final responsibility to retain or remove instructional materials in the schools.

## 608 ANIMALS IN THE CLASSROOM

The Board of Education recognizes the value of live animals in the classroom when there is a direct relationship of animals with the curriculum. The following guidelines will be followed when animals are housed in the classroom.

No animal may be kept in a classroom without the specific written permission of the principal.

In no case will the District assume any responsibility for animal kept at school. The teacher assumes full responsibility and is subject to liability for student contact with these animals. All animals are the sole responsibility of the teacher during extended school breaks and during summer vacation; therefore, no additional heating or cooling will be furnished during the time the animal is in the classroom.

The animal must be and remain in good health, kept in a secure cage that is in proper proportion to the size of the animal. The feeding, cleaning of cages and all care of the animal is the sole responsibility of the teacher.

Poisonous or biting (untamed) animals are not permitted to be kept on the classroom.

## 609 FIELD TRIPS

**I. CRITERIA**

- a. Field trips shall be directly related to specific State Standards/ Performance Indicators or Instructional objectives where no State Standards exist. Field trips may be a part of or extension of an extra-curricular activity or athletic team and as such will meet the quality standards of the district, sanctioning body or conference.
- b. Field trips shall represent a high quality learning experience that cannot be obtained by other instructional means in the school building.
- c. Field trips shall be an integral part of an instructional unit in progress at the time of the trip. The trip should be well structured to assure that students focus on the particular aspects of the trip that produce the desired learning results.
- d. Field trips are not to be concentrated in the spring or fall. Efforts shall be made to spread field trip experiences throughout the school year.
- e. Performances involving only entertainment purposes are not permitted. Cultural or artistic performances must be related to State Standards in the Fine and Performing Arts.
- f. School day trips shall be scheduled for instructional reasons only. Motivational or reward field trips are to be scheduled outside the school day, unless there is a compelling reason to schedule them during the school day. The instructional impact on students who are not going on the field trip must be considered and addressed. Quality instructional activities must be in place for students who do not qualify and for students at other grade levels who are not a part of the reward or motivational program.

**II. GENERAL REQUIREMENTS**

- a. Field trips shall require no more than four hours of total travel time for a one-day trip (in addition to the ride to and from the school). Washington, DC, Baltimore and Philadelphia are all considered to be within this limit.
- b. The Woodbridge Board of Education reserves the right to cancel any student and/or field trip(s) at any time and for any reason as the board may deem relevant.
- c. No money is to be paid by students or parents/guardians directly to a vendor. All money is to be deposited to the Student Activity Fund. Bills are to be paid from the Activities Fund or other district accounts.
- d. Principals are responsible for quality control of field trips and adherence to this policy. Each principal shall establish detailed building procedures for field trip authorization. The procedures shall be located in the faculty handbook.

- e. Field trip transportation contracts are to be arranged by the principal or designee in accordance with this policy and in concert with and under the direction of the Director of Administrative Services.
- f. All field trips of any kind are under the authority and direction of the Woodbridge School District. The principals are responsible for the appropriate plans including safety, efficiency and economy.
- g. Parent permission is required in writing prior to any and all field trips.
- h. A printed roster of the students participating in the field trip shall be prepared, provided and maintained by the sponsoring staff member(s). Such roster shall include sufficient student information (allergies, medical requirements, etc.) and emergency contact data in order to properly attend to the individual students' needs as well as contact parents/guardians in the event of an emergency. A field trip student roster shall be provided to the bus driver(s) with any protected personal information about the students having been redacted.
- i. Each school principal or designee shall maintain a current schedule of all field trips planned and underway.
- j. The Woodbridge School District Dress Code shall apply and be in effect for all field trips.

### **III. AUTHORIZATION**

- a. Field Trip Authorization Requests shall be submitted to the principal of the respective school for approval at least six weeks prior to the field trip date.
- b. An itinerary shall be submitted to the principal with the Field Trip Authorization Request.
- c. Board or principal approval is required prior to making any reservations, collecting any money, or discussing the trip with students and/or parents/guardians.
- d. Field trips shall not be requested or authorized if they interfere with **DCAS State** testing, as determined by the sole discretion of the building administration.

### **IV. SUPERVISION**

- a. The determination of an acceptable ratio of chaperons for any given field trip is the responsibility of the principal as part of his/her approval of the field trip. Factors to be considered include:
  - Age of the children involved
  - Type of activity
  - Distance
- b. Parents that transport their students in a personal vehicle to and from the field trip destination are not considered to be trip chaperones. The Woodbridge School District assumes no liability or responsibility for persons transported to and from a field trip destination (to include adults and children) in a personal vehicle.
- c. Students shall be supervised at all times.

- d. A description of duties and expectations shall be given to each chaperon. The duties of a chaperone are:
  - Keeping the group together and monitoring student behavior.
  - Directing students to act appropriately regarding their manners.
  - Reporting discipline infractions to the teacher promptly.
  - Supervising students to assure their safety and welfare.
  - Directing students to the areas for observation or participation.
  - Assuring that students adhere to time schedules.
- e. The district discipline code is in effect during all school sponsored activities, including all field trips.

**V. FIELD TRIPS OVER 100 MILES, OUT OF STATE and/or OVERNIGHT**

- a. The transportation for all out of state field trips shall be accomplished using a bus company that holds current US DOT Interstate credentials and/or authority.
- b. Such field trips are not permitted during the scheduled dates of **State** testing. Any field trip prior to the **State** assessment must be in compliance with III. d of this policy.
- c. Such Field Trip Authorization Requests shall be submitted for School Board approval at least eight weeks prior to the trip or in sufficient time for adequate board consideration and approval
- d. A detailed itinerary shall be submitted to the Board with the Field Trip Authorization Request.
- e. Field trips that extend more than one school day are to be scheduled on non-school days when possible (i.e. weekends, holidays, etc.).
- f. Such field trip(s) must be available for all qualified students. Equity concerns may mean providing assistance to students who cannot afford the trip.
- g. Every effort shall be made to provide students participating in such trip(s) their makeup work from all teachers prior to the trip. Students shall be given reasonable time as agreed between the teacher(s) and principal to make up the work.

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