

VII. Instructional Program

7.1 *Curriculum*

The Superintendent will coordinate the design and development of a comprehensive curriculum plan in accordance with state law and any requirements of the State Department of Education for approval by the Board.

7.2 *Textbooks*

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of teachers, administrators and parents who will serve for a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

[Reference: ALA. CODE §16-36-62 (1975)]

7.3 *Academic Standards*

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

7.3.1 General Grade Scale – Grades for academic course work will be awarded according to the following scale:

A 90-100 B 80-89 C 70-79 D 65-69 F 0-64

7.3.2 Weighted Grading Scale- Students electing to participate in rigorous academic courses such as Honors/Pre AP and Advanced Placement (AP) are given additional weight. Dual Enrollment (DE) may be given additional weight depending on the content and rigor of the course in question. The weighted Grade Point Average (GPA) will be recorded on the students' report card, high school official transcript, and included in the students' overall GPA calculation. Secondary credit grades shall be awarded according to the following scale:

| | Regular | Honors/ Pre AP | AP |
|---|-----------------------------|-----------------------|-----------|
| | Dual Enrollment (DE) | | |
| A | (4) | (5) | (6) |
| B | (3) | (4) | (5) |
| C | (2) | (3) | (4) |
| D | (1) | (2) | (3) |
| F | (0) | (0) | (0) |

Grades in Dual Enrollment courses will be weighted in accordance with the guidelines contained in the applicable Curriculum Catalog. Students who enroll in a Dual Enrollment course are responsible for verifying the high school credit and applicable GPA calculation that will be received for the course from Madison City Schools.

- 7.3.3 Transfer Students - Students who transfer to Madison City Schools must complete all state mandated minimum graduation requirements and any additional local graduation requirements. For mid-year or mid-semester transfer students from non-block scheduled high schools, credits earned or coursework completed shall be correlated to the block-scheduled courses. Letter grades transferred from previous schools will be placed on Madison City Schools' Grade Point Average (GPA) scale.
- 7.3.4 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.
- 7.3.5 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.
- 7.3.6 Promotion – Promotion of a student from one grade to the next shall be based on that individual student's having met applicable promotion criteria.
- 7.3.7 Class Rankings – Beginning with the ninth grade, students will be ranked using the GPA based upon the Madison City School's grading scale as calculated, weighted and described herein.
- 7.3.8 Credit Recovery – The Superintendent is authorized to develop procedures for a program through which a student may recover credits in one or more failed courses, in compliance with regulations promulgated by the State Department of Education. The curriculum will align with the State Board of Education course of study and study content standards in which the student seeking credit recovery is deficient.

[Reference: ALA. ADMIN. CODE 290-3-1-.02(12)]

7.4 Testing

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct assessments for their

courses in order to determine their students' mastery of content standards, knowledge and skills, and to use in calculating a student's grade.

7.5 *Summer School Operations*

A "summer school" program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the operation of summer school, including requirements for enrollment, attendance, transportation, and tuition, which will be subject to approval by the Board.

[Reference: ALA. ADMIN. CODE 290-3-1-.02(6)]

7.6 *Dual Enrollment*

Upon recommendation of the Superintendent, the Board may establish guidelines in accordance with the regulations of the State Department of Education by which qualified high school students are allowed to take post-secondary college courses for high school credit. Before enrolling in a Dual Enrollment course, students are responsible for verifying the high school credit and applicable GPA calculation that will be received for the course from Madison City Schools.

[Reference: Ala. Admin. Code 290-3-1-.02(11)]

7.7 *Correspondence or Online Courses*

Credit for correspondence and online courses will be recognized if the conditions and criteria established by the Alabama Department of Education for such programs are met.

[Reference: ALA. ADMIN. CODE 290-3-1-.02(12, 13)]

7.8 *Virtual School Option*

7.8.1. Scope and Delivery of Services - The school system provides a virtual school option to full-time students in grades 9-12 who are enrolled in Madison City Schools. Such courses will be delivered through the Alabama State Department of Education's ACCESS program and will include, at a minimum, all courses that are required to obtain a high school diploma. Students enrolled in the virtual school are subject to Madison City Schools' graduation requirements.

7.8.2. Student Eligibility Criteria –Students must meet any eligibility requirements of the Alabama State Department of Education's ACCESS program. In addition, students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the schools system's curriculum catalog.

The school system reserves the right to develop specific eligibility criteria for virtual courses. Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

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

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

- 7.8.4. Attendance –Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program.

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

- 7.8.5. Extracurricular Activities – Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association ("AHSAA") requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

- 7.8.6. Additional Procedures Authorized –The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for

courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

[Reference: Ala. Code § 16-46A-1, *et seq.*]

7.9 Career and Technical Education Programs

7.9.1 Work-Based Learning Experience – A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but are not limited to, cooperative education, internships, clinical experiences, and other related opportunities. The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education for work-based learning experiences to be conducted in the school system, including, but not limited to, guidelines for decision making and protocol for solving problems at the workplace and school. To the extent practicable, reasonable safety procedures will be implemented in the program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.9.2 Live Work – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a Career and Technical Education (CTE) program of study, but is presented from outside the classroom. The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education and any applicable Business/Industry Certification requirements for live work to be conducted in the school system, including, but not limited to, a systematic method for managing live work, work requests and orders, procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work. Any money collected for live work will be accounted for in accordance with applicable district procedures.

7.9.3 Safety – To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.10 Foreign Exchange Programs – The Board of Education recognizes that foreign exchange programs have the potential to enrich the learning environment by promoting international educational and cultural exchange between students. This is in keeping with the system's goal of empowering students for global success. The Superintendent is authorized to develop and implement guidelines and procedures under which foreign

exchange students may attend Madison City Schools, and Madison City students may participate in foreign exchange programs.

7.11 *Extended Programs: Community Education*

Upon their approval by the Board, the Superintendent is authorized to implement programs and projects designed to meet the needs of the community served by the school system in accordance with any laws or regulations governing such programs.

[Reference: ALA. ADMIN. CODE 290-8-5-.01]

7.12 *Graduation, Certificate of Completion, and Commencement*

Students who have satisfactorily completed the requirements for a diploma or certificate are eligible for graduation. Student participation in graduation ceremonies and related graduation activities will be subject to the principal's approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student's participation could lead or contribute to disorder or disruption of the ceremony or activity.

7.12.1 Fifth Year Seniors – Upon the recommendation of the counselor and approval of the principal, a student who has completed four full academic years of high school but who has not completed the required course work for graduation will be allowed to attend the number of class periods necessary to complete the courses required for graduation.

7.12.2 Adult High School Diploma Program – The Superintendent is authorized to establish an adult diploma program in conformity with regulations issued by the State Department of Education and such additional requirements as may be approved by the Board.

[Reference: ALA. ADMIN. CODE 290-3-1-.02(17)]

7.13 *School Wellness*

7.13.1 General. The Madison City Board of Education is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. In accordance with Federal Public Law (PL 108.265 Section 204), this policy has been developed under the direction of parents, students, the Child Nutrition Program manager, the Board, school administrators, and the public.

7.13.2 Implementation and Monitoring. The superintendent or his designee will prepare and approve procedures and designate one or more persons to implement, monitor, and evaluate the healthy school environment.

7.14 *Selection of Instructional Materials and Materials for the School Media Centers*

The Superintendent is authorized to develop criteria for approval by the Board for selection of materials (other than textbooks) that are used in conjunction with student instruction and for circulation in school media centers. The Superintendent is further authorized to develop a procedure for review of objections to instructional and media center materials.

7.15 *Parent/Family Involvement – Meeting the Requirements of No Child Left Behind Act of 2001*

Pursuant to the No Child Left Behind Act of 2001, the Madison City Board of Education is committed to parent involvement and will ensure that parents of children who are being served in the Title I Program will have an adequate opportunity to participate in its design and implementation per Section 1118 (c-f).

7.15.1 Title I Parent Involvement

- a. The Madison City School District will involve parents in the joint development of this plan by:
 1. Inviting Title I parents to be part of each school improvement committee with the given task of developing individual Title I School Plans and parent involvement procedures;
 2. Convening district Title I Advisory Committee meetings and school annual meetings to inform parents of their school(s) participation in the development of the Parent Involvement Plan and their right to be involved.
- b. The Madison City School District will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement programs by:
 1. Providing materials and training not otherwise available to help parents with their child's achievement;
 2. Educating teachers, pupil services personnel, administrators, and staff on how to reach out to parents, communicate with parents and work with parents as equal partners;
 3. Ensuring, to the extent possible, that information is sent home in language and form parents can understand;
 4. Providing information on literacy training to the community;
 5. Ensuring school-parent compacts are being used to outline responsibilities of the school, staff, parents and students in striving

to raise student achievement and explain how an effective home-school partnership will be developed;

- c. The Madison City School District will build the school(s) capacity for strong parent involvement by:
1. Providing assistance to participating parents in such areas as understanding the state and local content standards and individual student achievement regarding these standards;
 2. Providing resources for parents to learn about child development, child rearing issues and student achievement that are designed to help parents become full partners in the education of their child;
 3. Involving parents in the development, implementation and participation in professional development activities to improve the effectiveness of instruction and services to participating children;
 4. Coordinating and integrating parent involvement strategies with available community resources (when applicable);
 5. Ensuring, to the extent possible, that information is sent home in language and form parents can understand;
 6. Providing information on literacy training that is available in the community;
 7. Approving reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
 8. Encouraging the formation of partnerships: parents to parents, parents to school and parents to community;
 9. Encouraging meetings at a variety of times, such as mornings and evenings, in order to maximize the opportunities for parents to participate in school related activities/conferences with the option for in-home conferences as needed;
 10. Adopting and implementing scientifically research-based programs for improving parent involvement as needed;
 11. Conducting district Title I Advisory Committee meetings;
 12. Providing any reasonable support for parent involvement activities at the request of a participating Title I parent;

13. Providing information about the availability of federally funded Parent Information and Resource Centers (PIRS).

7.15.2 Annual Evaluation of Initiatives –The Madison City School District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parent Involvement Plan and Parent Involvement Policy.

7.15.3 Allocation of Funds – The Madison City School District will ensure that a minimum of one percent of the total District Title I allocation will be used to implement Parent Involvement Plans and that 95% of these funds will be spent at the school level.

[References : 20 U.S.C. §6301 et seq. (*No Child Left Behind Act of 2001*); Title I, Part A, Section 1118 ; Title I, Part A, Section 1116 (a)(1)(D)]

7.15.4 Notice of Rights and Information – The Board will comply with the Parents Right to Know provisions of the No Child Left Behind Act of 2001, including the rights of parents to be informed of the credentials/qualifications of their child’s teacher(s) and their school choice and/or supplemental educational services options when schools are identified for school improvement or determined to be unsafe within the meaning of the Act.