

## **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.

### **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 a minimum of ten (10) members, including principals, teachers, administrators, parents, lay citizens and board members who will serve 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)]

The Board of Education authorizes the Superintendent or his designee to sell or dispose of used, out-of-adoption textbooks. Prior to any sale or disposition, the Superintendent shall recommend to the Board a list of titles of textbooks to be declared surplus property. A determination of the value of surplus textbooks shall be made prior to any sale or disposal. Textbooks determined to have value may be sold to the highest bidder or sold in a public auction. In the event surplus textbooks have minimal value, the Superintendent is authorized to offer surplus textbooks to other public schools or agencies, teachers, parents and students, textbook companies, salvage companies, tutors, private schools, or other private citizens.

### **7.3 *Academic Standards and Expectations***

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 in the Student Code of Conduct.

[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 tests for their courses in order to determine their students' abilities, 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.

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

## **7.6 *Non-Traditional Learning***

- 7.6.1 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.
- 7.6.2 Cooperative Education or Work Study Programs - Upon recommendation of the Superintendent, the Board may approve cooperative education or work-study programs in accordance with State Department of Education regulations (including the Cooperative Education Manual) and other appropriate terms and conditions. These programs will combine school-based instruction and work-based experience.
- 7.6.3 Live Work Program - The Superintendent is authorized to implement a live work program for the Board and to develop guidelines and procedures for the program. Live work may be permitted when necessary for training and the acquisition of occupational skills and will not be used for monetary gain or profit of the individuals in the program. Live work may be conducted by students in the program in conjunction with public employees, tax supported programs and institutions, charitable organizations, and individuals and organizations approved by the Superintendent or his designee. Requests or proposals for live work projects must be presented to the live work instructor or principal in the location of the career/ technical education program prior to the performance of any work and must describe fully the scope and extent of each project. Payment for live work will be handled in accordance with Board policies and procedures. Where work is completed for the Board, including a local school, a waiver may be submitted for any service charge. The Board does not provide guarantees, warranties, or refunds

for any work conducted as part of the live work program and will not assume any liability whatsoever associated therewith.

[Reference: ALA. ADMIN. CODE 290-6-1-.04]

- 7.6.4 Virtual School - The Superintendent is authorized to establish, implement, and maintain procedures for providing a virtual school option for eligible students in grades 9 through 12, inclusive. The procedures shall allow eligible students in grades 9 through 12, inclusive, an online pathway for earning a high school diploma and set out the scope and delivery of the virtual options offered by the Board, student eligibility criteria for initial and continued participation in the virtual program, specific requirements and testing protocol, and attendance requirements..

[Reference: ALA. CODE §16-46A-1]

## **7.7 *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. Such programs may include but are not limited to the Grandparent Support Group, the Single Parent Project, Adopt-A-School Program, Extended Day Enrichment Program, Summer Enrichment, and Adult Education.

[Reference: ALA. ADMIN. CODE 290-080-050]

## **7.8 *Dual Enrollment and Dual Enrollment/ Dual Credit***

In addition to the guidelines by which qualified high school students are allowed to take post secondary college courses, the Board may, upon recommendation of the Superintendent, establish guidelines and procedures for Dual Enrollment and Dual Enrollment/ Dual Credit in accordance with the regulations of the State Department of Education.

- 7.8.1 With Dual Enrollment - qualified students may take post secondary college courses and may earn college credit
- 7.8.2 With Dual Enrollment/ Dual Credit - qualified students may take post secondary college courses and may earn both high school and college credit

## **7.9 *Graduation, Certification of Completion and Commencement***

Students who have satisfactorily completed requisite course work, and met minimum attendance criteria are eligible for graduation. Students who successfully complete the requirements to earn a diploma are eligible to participate in graduation ceremonies.

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.

## **7.10 School Wellness**

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities:

- 7.10.1 Nutrition Education – The Instructional Services Department in conjunction with the Child Nutrition Program will provide nutrition education, nutrition promotion, and physical education to foster lifelong habits of healthy eating and physical activity. All students will be encouraged to follow the United States Dietary Guidelines for Americans. Both departments will establish links between health education and meal programs within the school and community. The Board website will keep the public updated on the policy content and implementation status. The Coosa County Board of Education will proactively comply with all federal and state nutrition and physical activity regulations.
- 7.10.2 Nutrition Standards – Schools will participate in available school meal programs, including the National School Breakfast Program, National School Lunch Program, and the Summer Food Service Program. Child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods; will accommodate the ethnic and cultural diversity of the student body in meal planning; and will provide a clean, safe, and pleasant dining experience. All foods and beverages sold or served at school during the instructional day will meet or exceed the nutrition recommendations identified by the USDA and the State of Alabama Board of Education.
- 7.10.3 Physical Education and Physical Activity Opportunities - The Board will offer physical education opportunities that include the components of a sound physical education program based on the students needs. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.
- 7.10.4 Administrative Implementation – The Board, as the recognized food and nutrition services authority for the school system, shall annually approve a free and reduced

price meal program. It is the Board's expectation that the teachers shall support the food service program in every respect and encourage children to eat a well-balanced meal each day. Teachers should use the cafeteria as a laboratory to teach good nutrition and etiquette to students. Principals and teachers are encouraged to eat in the school cafeteria with their students. Any concerns regarding the local school breakfast or lunch program should be reported to the CNP Director.

The superintendent and his designated representatives shall be responsible for operating an economically sound child nutrition program in accordance with state and federal laws and regulations. The Superintendent shall recommend for appointment the necessary personnel to initiate and maintain a quality child nutrition program. The accounting, financial planning, and reporting functions of the program shall be coordinated within the central office.

All sanitation standards required by law shall be strictly observed in each local school's nutrition program. This shall include, but is not limited to, physical examination requirements of employees, preparation procedures, conditions of kitchens and dining areas and maintenance procedures. The CNP Director and School Principal will share responsibility for the operation and supervision of the school child nutrition program.

[Reference: P.L. 108.265, Part 210 and 220, and Section 204 Child Nutrition and WIC Reauthorization Act.]

## **7.11 *Selection of Instructional Materials and Materials for the School Libraries***

The Superintendent is authorized to develop criteria for approval by the Board for selection, use, and retention of supplemental learning resources for schools operated by the Board and a procedure for the use and review of those materials, to include procedures for addressing objections or reconsideration of those resources.

## **7.12 *Parent/Family Involvement***

7.12.1 Parental Involvement, Partnerships Encouraged - Training and appropriate resources will be provided for teachers, administrators, and parents to strengthen the ability of strong parent-school partnerships to enhance student achievement. Parents will be involved in jointly developing appropriate parental involvement policies and in reviewing school improvement through meetings with the school system's Parent Advisory Committee. Policies developed through this process will be distributed to parents of students attending Title I schools. Additionally, the Board will provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parental involvement activities to improve student achievement and school improvement. The Board will coordinate and integrate parental involvement strategies with other programs as appropriate.

- 7.12.2 Impediments to Parent Participation to be Identified - The Board will identify barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or whose racial or ethnic background may impede effective participation.
- 7.12.3 Annual Evaluation of Initiatives – An annual evaluation will be conducted, with the involvement of parents, to determine the effectiveness of the parental involvement policy in improving the academic quality of the schools. The evaluation will include parent surveys, focus groups, and student assessment data. Parents will also be given the opportunity to submit suggestions and concerns regarding the parental involvement policy to the parent advisory committee. This information will be reviewed annually and used to make revisions to the school system plan as necessary.