

VII. Instructional Program

7.1 Curriculum

- 7.1.1 Curriculum- The Midfield City School System's curriculum shall be determined by;
- a. Alabama State Department of Education Courses of Study
 - b. Student's needs and interests
 - c. Regular evaluation of curriculum effectiveness; and
 - d. Alabama statutes, State Board of Education rules, and policies of the Midfield City Board of Education
- 7.1.2 The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- 7.1.3 The Superintendent shall designate appropriate staff members who are responsible to the development and coordination of the curriculum of the system.
- 7.1.4 The Superintendent shall cause a program of instruction for all grade levels to be developed and regularly updated.
- 7.1.5 The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues, which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- 7.1.6 When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.
- 7.1.7 The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.
- 7.1.8 All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state constitution. All instructional materials, including teachers' manuals, films, tapes, or other

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supplementary instructional materials, shall be available for inspection by parents/guardians of the children engaged in such classes.

- 7.1.9 The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.
- 7.1.10 The Superintendent or designee shall develop procedures to ensure that appropriate academic interventions (RtI, Dyslexia, etc.) are implemented with fidelity.
- 7.1.11 There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

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, parents, and administrators. 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:

<u>Letter Grade</u>	<u>Numerical Grade (100 point scale)</u>	<u>Grade Point Average Points (4 point scale)</u>
A	90 – 100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	50-59	0.00

- 7.3.2 Weighted Grades – When calculating the grade point average on a four point scale at the high school level, additional points will be added to the grade point average points for advanced courses according to the following scale:

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<u>Type of Course</u>	<u>GPA Point Addition</u>
Pre-AP / Pre-IB Courses	+ 0.25
Dual Enrollment	+ 0.50
Advanced Placement / International Baccalaureate	+ 1.00

- 7.3.3 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.
- 7.3.4 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.
- 7.3.5 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.
- 7.3.6 Class Rankings – Beginning with the ninth grade of high school, all students will be ranked based on the four point grade point average scale (GPA) (calculated and weighted as described herein). The GPA calculation will be carried out four decimal places and rounded off.
- 7.3.7 Credit Recovery- In accordance with the guidelines of the Alabama Department of Education (ALSDE), the Midfield City School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards- based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet the following eligibility requirements to apply:
1. The final grade earned in a course required for graduation was between 40 or above.
 2. An application must be completed to request placement in a Credit Recovery program. The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements.

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or

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repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate process towards meeting remediation requirements.

[Reference: Ala. Admin. Code 290-3-1-.02(12)]

7.4 Testing

- 7.4.1 The Midfield City school system shall periodically assess student performance and achievement within each school of the system. The assessment program must be based upon local goals and objectives that are compatible with the State Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.
- 7.4.2 The Midfield City School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education program and for students who have limited English proficiency.
- 7.4.3 Test results shall be treated with confidentiality. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.
- 7.4.4 School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.
- 7.4.5 Test Security- All mandatory test administered by or through the State Board of Education and system- administered national norm-referenced achievement tests shall be secured.

Midfield City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The following guidelines will be followed as it relates to test security:

- a. The testing coordinator shall instruct school test coordinators and principals on test security measures.
- b. Principals shall be responsible for informing the faculty of test security measures.
- c. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the Building Test Coordinator who will be required to report the irregularity to the

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System Test Coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.

- d. The System Test Coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

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*

The Midfield City Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program shall strictly follow all State Department of Education regulations and will be open to all eligible students. Any eligible student may enroll in approved credit-bearing college level courses. Courses may be taken before, during, or after regular school hours, on the college campus, on-line or at the high school during their regular school calendar year.

The mission of the Midfield City Board of Education’s Dual Enrollment Program is to allow eligible high school students to enroll in college classes concurrently with high school classes, thereby, receiving both high school and college credit. Students can experience college level courses and shorten the time required to complete an associate or baccalaureate degree. Participation in this program allows students to gain insight into the college academic experience and explore areas of interest.

- a. Dual Credit Agreement- The Midfield City Board of Education and prospective colleges will develop a dual enrollment agreement that includes but is not limited to the following:
 - (i.) Approval of the particular course to be offered at the high school
 - (ii.) The amount of credit hours to be earned at the collegiate level, as well as the high school level.

A Memorandum of Understanding must be on file before class proposal forms will be accepted.

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- b. Student Enrollment Criteria- A student is eligible for dual enrollment for credit if they meet all of the following criteria:
- (i.) Students must meet the entrance requirements (placement tests, etc.) of the college.
 - (ii.) Students must be in the 11th or 12th grade for dual enrollment credit at an eligible university or college.
 - (iii.) Students must be in the 10th grade for dual enrollment in career and technical education.
 - (iv.) Students must have a minimum overall (unweighted) grade point average of 2.5 on a 4.0 scale.
 - (v.) Students must submit a recommendation of approval from the principal, career and technical program representative (if applicable) and counselor.
 - (vi.) Students registering for any college-level English or math course must take the state approved placement assessment to determine their academic preparedness for college level courses.
 - (vii.) Students registering for any career and technical courses, with the exception of Math and English in the 10th or 11th grade will not be required to take the state-approved placement test. However, students must take the state-approved placement assessment prior to their 12th grade year. EXCEPTION: If a student submits ACT scores of 20 or higher in English, Reading or Math, they are exempt from the state approved placement tests.
 - (viii.) Students must meet all applicable-prerequisites prior to enrolling in courses.
 - (ix.) Developmental courses (those numbered below 100) are not offered through dual enrollment.
- c. Continuous Eligibility- Continuous Eligibility for students participating in the program is as follows:
- (i.) Students, who meet the criteria for initial admission to Dual Enrollment will remain eligible as long as a grade of “C” or better in all attempted college courses is earned.
 - (ii.) Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the

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program for a minimum of one term. The student cannot re-enroll until the suspension has been served.

- (iii.) For re-entry, the student must reapply to the program and must meet the minimum unweighted grade point average of 2.5 on 4.0 scale.
 - (iv.) Students who withdraw from a class, should notify the counselor immediately and complete a Dual Enrollment Withdrawal Form.
 - (v.) Students enrolled in dual enrollment classes must adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.
- c. Course Eligibility – Dual Enrollment provides an opportunity for students to enrich and accelerate their academic pursuits. Therefore, Dual Enrollment Courses are offered from all collegiate subject areas. Subject areas include arts and humanities, business, computer science, mathematics, social science, and writing. The college has the responsibility to ensure that all dual enrollment courses are equivalent to other instructions offered by the college specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment.
- d. Credit Awarded- College credit shall be awarded by the college to the participating high school student upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards of colleges. High school credit also shall be rewarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards. Dual grades will be weighted and can affect class rank.
- e. Transcripts-
- (i.) Each postsecondary school is responsible for maintaining the college transcript.
 - (ii.) The high school is responsible for maintaining the high school transcript.
 - (iii.) All courses are identified on the college transcript as regular college level course work.

- (iv.) The college must provide an official transcript showing credit for the completed college-level course work to the student or college/university of transfer.
- f. Transfer of Academic Dual Credit Courses – Each college or university reserves the right to accept college credits transferred from another higher education institution.
- g. Enrollment Limitations – Enrollment in more than three dual enrollment courses in a academic school year must be approved by the school counselor, in conjunction with a representative of the institution.
- h. Seat Time- Students participating in dual enrollment credit programs are exempt from the required average instructional time.
- i. Tuition – Tuition for dual enrollment courses will be determined based on the Memorandum of Understanding between the school system and college. Parents are responsible for tuition and fees. The district will provide scholarships based on availability of funds.

[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)]

7.7.1 Virtual School Option-

- a. Scope and Delivery of Services- The Midfield City School Board provides a virtual school option for grades 5-12 that includes, but not limited to, all courses that are needed to obtain a high school diploma. Such courses will be delivered through the ALSDE’s Access program and/or a district approved Learning Management System.
- b. Student Eligibility Criteria- Eligibility criteria for students participating in the program are as follows:
 - (i.) Midfield City Schools enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses
 - (ii.) Have consistent, daily access to the Internet and own an operational computer

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- (iii.) Be on track for graduation having earned necessary credit in each core area of study (English, Math, Science and Social Science)
- (iv.) Have and maintain an overall GPA of 2.5 - 3.0
- (v.) Have an adult willing to serve as a learning coach
- (vi.) Demonstrate proficiency in reading/comprehension and computer navigation skills
- (vii.) Have no more than three (3) unexcused, full-day absences during the previous academic year
- (viii.) Disciplinary record must contain no expulsions or Class III behavioral offenses

Students who do not reside in the attendance zone of the school system may enroll in the school system for the purpose of participating in the virtual program, but such enrollment is subject to the Midfield City School's nonresident enrollment policy, fees and superintendent's approval. If applicable, students must meet the eligibility requirements of the ACCESS Virtual Learning program developed by the ALSDE.

- c. Monitoring Performance and Testing Requirements - Individual student performance will be monitored pursuant to Midfield City Board of Education's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state assessment and accountability requirements and will be subject to the same rules and regulations regarding the administration of such assessments applicable to traditional public school student enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action necessary to facilitate the state assessment and accountability requirements applicable to virtual school students. The Midfield City Board of Education requires all students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the Midfield Board of Education.

- d. Attendance- Students participating in the virtual school option are subject to the following attendance requirements, which may involve reporting to the school campus:
 - (i.) Virtual school or course orientation
 - (ii.) Guidance, counseling and advisement sessions
 - (iii.) Conferences called by the teacher, counselor or administrator
 - (iv.) Tests, quizzes or assessments required by the teacher, school, state or federal agencies
 - (v.) Daily access of virtual course content and satisfying pacing benchmarks as established by the teacher

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- (vi.) Meeting all practice, rehearsal, participation and eligibility requirements to maintain membership in an extracurricular activity

A student's failure to comply with attendance requirements may result in administrative action including but not limited to, probation or removal from the class or charge of truancy, if appropriate.

- e. Removal from the Virtual School Program - Students may be transitioned back to a traditional day program if:
 - (i.) student's participation in the virtual program is impeding the student's academic progress
 - (ii.) student fails to meet virtual course attendance requirements
 - (iii.) student repeatedly violates the Midfield Board Education's policies, procedures, rules or regulations, including, but not limited to, rules governing the use of its technology resources.
- f. 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 Associations (AHSAA) Clearing House requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable local, state law and AHSAA guidelines.
- g. Additional Procedures Authorized- The Superintendent or designee is authorized to develop such procedures as deemed 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. Any online course delivery that is not provided by the ALSDE shall be accredited by an institution recognized pursuant to administrative rules adopted by the ALSDE. Course work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

[Reference: ACT 2015-89]

7.8 Career and Technical Education Programs

- 7.8.1 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 is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. Each work based learning experience shall provide on the job training that:

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- a. is related to existing employment opportunities which offer promotion and advancement.
- b. is related to the student’s occupational objective.
- c. does not displace other workers who can perform such work.
- d. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

7.8.2 Criteria for Participation- The following criteria must be met prior to a student’s participation in work based learning experiences:

- a. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
- b. The student’s parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
- c. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
- d. The student meets prerequisites for the work based learning experiences.

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

7.8.3 Live Work – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but are presented from outside the classroom. The Midfield City Schools *Local School Accounting and Finance Manual* establishes and describes specific practices and procedures that are to be followed for live work. These practices and procedures are 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, and procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work.

7.8.4 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]

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7.9 Foreign Exchange Programs

7.9.1 Enrollment Criteria- Any student from a foreign country sponsored by a foreign exchange visitor program, who fulfills eligibility requirements, including the written approval of the principal, is entitled to attend Midfield City Schools.

To enroll, the foreign exchange student must:

- a. Be at least fifteen (15) but not more than seventeen (17) years of age on the date of enrollment.
- b. Have sufficient knowledge of the English language to participate in high school classes;
- c. Have appropriate medical insurance coverage; and,
- d. Obtain written approval of the principal for enrollment for a maximum of one (1) year.

The sponsoring organization must apply for admission of the student at least four (4) weeks prior to the student's enrollment date. The application shall include the student's school transcript in English, evidence of English competency, pertinent information about the student, the Student's health record, and assurance of appropriate medical insurance coverage. Written approval or denial will be given to the sponsoring organization by the principal.

7.10 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 290-080-050]

7.11 Graduation, Certificate of Completion, and Commencement

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed required examinations are eligible for graduation. Students must meet all requirements set forth by the State Department of Education in order 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.

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7.11.1 Honor Graduates – Students who meet the following requirements shall be classified as honor graduates at high school commencement ceremonies:

- a. Enrolled in the school system for a minimum of one full academic semester prior to the date of graduation;
- b. Successful completion and passing of the required graduation examinations and other requirements for graduation set forth by the Board; and
- c. Maintenance of an overall grade point average (GPA) of 3.5 or higher (on a 4.00 point scale) for all courses taken during the freshman (or ninth grade) year through the semester immediately preceding graduation. Grades will be calculated and weighted as prescribed in the grading section above.

7.11.2 Valedictorian/Salutatorian

- a. *Criteria* – The valedictorian and salutatorian for the graduating class of each high school must qualify for the most advanced academic diploma offered and have been enrolled in the school system for a minimum of two (2) years prior to the date of graduation. The student with the highest numerical grade average (calculated and weighted on the 100 point scale as prescribed in the grading section above) will be the class valedictorian. The student with the second highest numerical grade average shall be the class salutatorian. In calculating the numerical grade average, all semester grades will be used, beginning with the ninth grade through the semester immediately preceding graduation. The calculated average will be carried out four decimal places and rounded off. In the case of a tie, students having the same average will be recognized as co-valedictorians and co-salutatorians.
- b. *Grade Conversion* – Where letter grades are present on a candidate’s transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent.

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- 7.11.3 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.
- 7.11.4 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(18)]

7.12 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:

- 7.12.1 Nutrition Education and Promotion – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition promotion that promotes and reinforces student health will be integrated into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.
- 7.12.2 Nutrition Standards and Guidelines – The Board will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations. The Board will encourage students to make nutritious food choices and will monitor all food and beverages sold or served to students, including those available outside federally regulated child nutrition programs. The Board will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.
- 7.12.3 Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. 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.
- 7.12.4 Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.

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- 7.12.5 Administrative Implementation – The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with this policy and to oversee the implementation and periodic review and update of the wellness policy based on input from teachers (including specialists in health and physical education), school nurses, parents and guardians, students, representatives of the school food service program, school board members, school administrators, and the public .

The Superintendent will report to the Board, as requested, on programs and efforts that are designed to meet the purpose and intent of this policy and will inform and update the public regarding the content and implementation of the wellness program. The Superintendent will ensure each local schools compliance with the wellness policy and will measure periodically and make available to the public an assessment of the implementation of the wellness policy, including the extent to which schools are in compliance with the policy, the extent to which the policy compares to model policy and to describe the progress made in attaining the goals of the policy.

7.13 *Selection of Instructional Materials and Materials for the School Libraries*

7.13.1 Materials for School Libraries: The Midfield City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

- a. Equal and maximum access to information resources, which extend the limited content of textbooks.
- b. Instruction for students in acquiring the research skills necessary for independent learning.
- c. Motivation for students to read and enjoy good literature.
- d. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Midfield City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Individual schools' library media programs may vary based on different characteristics, the school's goals, and student needs. However some functions will be common in all schools. Those functions include:

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- a. Equal access to information in the school collection.
- b. Provision of supplementary materials to enhance the school curriculum.
- c. Integration of information skills instruction with classroom activities.
- d. Assistance to teachers in using a variety of media formats to improve instruction.
- e. Motivation for students to enjoy good literature and other worthwhile resources.
- f. Access to the use of current technologies to improve instructional effectiveness.

The Midfield City School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

7.13.2 Library Enhancement Materials Selection

- a. Objectives of Selection: The primary objective of the Midfield City School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.
- b. Criteria for Selection: The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
 - 1. Educational media materials shall be evaluated and selected to implement, enrich and support the educational programs of the schools. Materials placed in media collections shall meet the criteria set forth in the Midfield City School System Media Handbook available at each media center.
 - 2. Media, e.g., films, videos, DVDs, software, print texts from sources other than the system or a school media center collection must be approved by the principal. The content of the curriculum shall determine the need for use of media.
 - 3. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.
 - 4. A media specialist should be consulted in budgeting all library enhancement funds.

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7.13.3 Challenged Materials

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- a. School/community citizens may register concerns with the principal of the school where material is being challenged.
- b. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 1. Author, compiler, or editor;
 2. Publisher;
 3. Title;
 4. Reason for objection;
 5. Page number of each item challenged; and
 6. Signature, address, and telephone number of person making criticism.
- c. These procedures shall be followed for Midfield City School system-level reviews.
 1. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 2. Challenged materials shall not necessarily be removed immediately; however, challenged materials shall not be available to students while a final decision is pending.
 3. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
- e. The complainant shall be informed in writing within fifteen (15) working days concerning the committee's recommendations.
- f. The complainant shall be informed in writing within fifteen (15) working days concerning the committee's recommendations.

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- g. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
1. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes.
 2. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 3. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
 4. The committee's recommendation shall be submitted to the Superintendent.
 5. The complainant shall be informed in writing, after the committee's recommendation is received by the Superintendent.
 6. An appeal to the Midfield City Board of Education may be requested by the complainant when the school and the system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

7.14 Parent/Family Involvement

- 7.14.1 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.

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- 7.14.2 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.
- 7.14.3 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. To the extent practicable, all information required under Section 1111 of the Elementary and Secondary Education Act (“ESEA”), 20 U.S.C. §6301 *et seq.*, will be provided to parents in a uniform, understandable format and upon request, in an alternative format and language that the parents understand.
- 7.14.4 Elementary and Secondary Education Act Compliance – The school system will work with its schools to ensure that school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA and each includes a school-parent compact consistent with section 1118(d) of the ESEA. This policy will specify that each school will:
- a. Convene an annual meeting to explain the school programs to parents and inform them of their responsibilities and right to be involved in the program;
 - b. Offer a flexible number of informational parent meetings, including building a strong home/school connection, parenting skills, and literacy development;
 - c. Involve parents in an organized, ongoing, and timely way in planning, review, and improvement of school programs;
 - d. Provide timely information about its school programs to parents, describe the curricula, student assessments, opportunities for regular meetings where parents can provide input, and respond promptly to parent suggestions; and
 - e. Provide parents with an opportunity for meaningful and ongoing consultation and communication about the academic quality of the school.
- 7.14.5 Notice of Rights and Information – The Board will comply with the *Parents Right to Know* provision of the *No Child Left Behind Act of 2001*, including the rights of

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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.

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Instructional Program

Policy Manual

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