



GULF SHORES CITY BOARD OF EDUCATION
WORK SESSION AGENDA
CENTRAL OFFICE LOCATION
FEBRUARY 7, 2019
4:00 P.M.

1. Call To Order

2. Discussion Items

- A. Branding / Website / Logo Update
- B. Legal Fees
- C. Financial Consultant Fees
- D. Disbursements Report
- E. Policy Manual Development
 - Section VII - Instructional Program
 - Out of District Policy
- F. CSFO Update
- G. Vision & Core Values
- H. Quarterly Budget (Approved by the City of Gulf Shores)
- I. Public Comment

Documents:

[GSCS POLICY - SECTION 7 INSTRUCTIONAL PROGRAM \(2-4-19\).PDF](#)

3. Adjournment

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* 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, who will serve a term of one year. Students are loaned textbooks for the duration of the course and are responsible for the care of the textbook. Students must reimburse the Board for the value 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 for grades 4-12:** DRAFT- Committee input

<u>Letter Grade</u>	<u>Numerical Grade (100 point scale) (High School 9-12 only)</u>	<u>Quality 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:

Type of Course	GPA Point Addition
Pre-AP/Honors	+0.50
Dual Enrollment	+0.50
Advanced Placement	+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 guidelines outlined in GSCS Policy 6.25.5.

7.3.6 **Class Rankings:** Beginning with the ninth grade of high school, all students will be ranked based on the four point quality point scale (calculated and weighted as described herein). The cumulative quality point calculation will be carried out two decimal places and rounded off. All credit attempts will be represented in the quality point calculation.

7.3.7 **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. Code §§290-3-1-.02 (12)]

7.3.8 **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.

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 develop and administer 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, which will be subject to approval by the Board.
[Reference: ALA. Code §§290-3-1-.02(6)]

7.6 Non-Traditional Learning

7.6.1 **Dual Enrollment:** Qualified high school students are allowed to take post-secondary college courses for high school credit in accordance with the regulations of the State Department of Education. Credit for the courses will be recognized if the conditions and criteria established by the Alabama Department of Education and approved by the local Board of Education are met.
[Reference: ALA. Code §§290-3-1-.02(11)]

7.6.2 **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 and approved by the local Board of Education are met.
[Reference: ALA. Code §§290-3-1-.02(12, 13)]

7.6.3 **Career and Technical Education:** The Career and Technical Education Program (CTE) consist of areas of study that blend academic, occupational, and life skills. The CTE Program will be administered in accordance with the requirements of the Alabama State Department of Education and the Board.

- a. *Work-Based Learning Experience/Cooperative Education* – 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. 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.
- b. *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 Superintendent is authorized to develop for Board approval 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, and 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 the Board's Finance Manual.
- c. *Safety* – To the extent practicable, reasonable safety procedures will be implemented in the CTE program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.
[Reference: ALA. Code, r, §§290-6-1-.04(3)(4)]

7.6.4 ***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 Gulf

Shores City Schools, and Gulf Shores City students may participate in foreign exchange programs.

7.7 *Virtual School Option*

7.7.1. 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 Gulf Shores City Schools. Such courses will be delivered through an online delivery program and will include, at a minimum, all courses that are required to obtain a high school diploma. Students enrolled in virtual school are subject to Gulf Shores City Schools' graduation requirements.

7.7.2. Student Eligibility Criteria: Students must meet any school system eligibility requirements. 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.

7.7.3. 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.

7.7.4. 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.

7.7.5 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.

7.7.6 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.*]

7.8 ***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. Code §§290-8-5-.01]

7.9 ***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:

7.9.1 Nutrition Education and Promotion: Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behavior and nutrition awareness 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.

7.9.2 Nutrition Standards: 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 take all reasonable steps to foster and encourage consumption of healthy food and beverages at all times in connection with school functions. The Board will consider nutrient density, portion size, and

any applicable state and federal regulations before permitting food and beverages to be sold, served, or marketed to students.

- 7.9.3 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.
- 7.9.4 Cardiopulmonary Resuscitation: All students enrolled in high school health classes will receive instruction in cardiopulmonary resuscitation (“CPR”) techniques in accordance with methods or standards prescribed by the American Heart Association or the American Red Cross.
- 7.9.5 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.
- 7.9.6 Administrative Implementation: The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with the Gulf Shores City Schools Wellness Policy and Procedure Handbook and that are based on input from the District Wellness Committee which includes teachers (including specialist 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.

7.10 *Parent and Family Engagement: Meeting the Requirements of Every Student Succeeds Act (ESSA)*

7.10.1 Purpose: The purpose of this policy is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state achievement standards and state academic assessments. This purpose can be promoted by affording parents substantial and meaningful opportunities to participate in the education of their children.

- a. *Written Plan*: The Gulf Shores City School District will ensure that each Title I school shall jointly develop and distribute to parents of participating children a written parental involvement policy. The policy will be incorporated into the

school and district Title I Parental Involvement Plan which will comply with federal law and:

1. Involve parents in the development of the plan;
 2. Provide participating schools with coordination, technical assistance, and support for planning and implementing effective parental involvement activities to improve academic achievement;
 3. Build schools' and parents' capacities for strong parental involvement;
 4. Coordinate and integrate parental involvement strategies in other programs;
 5. Include school-parent-student compacts that outline how parents, the school, and students will share in the responsibility for improved student achievement to foster communication between parents and their child's school;
 6. Review and evaluate the parental involvement plan annually;
 7. Convene an annual meeting to which all parents of participating children will be invited, inform parents of the school's participation in Title I, and explain Title I requirements and the rights of parents to be involved;
 8. Involve parents in the activities of the school;
 9. Involve parents in the process of school data review and improvement under Section 1116 of the Elementary and Secondary Education Act;
 10. Ensure that information related to the school, parent programs, meetings, and other activities, is sent to parents in an understandable format including alternative formats upon request, and, to the extent practicable, in a language the parents can understand; and
 11. Ensure that Title I teachers send a copy of this policy home with each participating student, in a language the parents can understand.
- b. *Parents Right to Know:* The Gulf Shores Board of Education shall notify parents of each student attending a Title I school that parents may request and the Local Education Agency will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 3. The baccalaureate degree major of the teacher and any

other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and

4. Whether the child is provided services by a Title I paid paraprofessional and, if so, their qualifications.
5. Additionally, parents will be given the following:
 - i. The level of achievement of the parent's child in each of the State academic assessments;
 - ii. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified; and
 - iii. Notification if their school is identified for school improvement.

7.10.2 Notice: The notice and information provided to parents shall be in a uniform format and, to the extent practicable, provided in a language that parents can understand.

7.10.3 Use of Information: This information is to be collected and disseminated in a manner that protects the privacy of individuals. Information may be disseminated in a variety of ways, including school web sites, student/parent handbooks, newsletters, annual meetings, Title I plans, and/or letters to parents.