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## Section 7000 – Instructional Program

### 7020 Learning Philosophy

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Education in the Mason County Central School District must help each individual acquire a positive attitude toward school and the learning process so that, as a result of his/her educational experience, he/she is able to achieve optimum personal growth, to progress in a worthwhile and rewarding manner in the career of his/her choice, and to render valuable service to society. The following goals have been identified in this area:

1. Education in the Mason County Central School District must assure the acquisition of basic communication, computation, and inquiry skills to the fullest extent possible for each student. These basic skills fall into four broad categories;
  - The ability to comprehend and communicate ideas through reading, writing, and listening.
  - The ability to handle mathematical operations and concepts.
  - The ability to apply rational intellectual processes to the identification, consideration and solution of problems.
  - The ability to apply management and discipline skills to personal and educational situations
2. Education in Mason County Central School District must encourage and prepare the individual to become responsible to the needs created and opportunities afforded by an ever-changing global social, economic, and political environment.
3. Education in the Mason County Central School must provide to each individual the opportunity to select and prepare for a career of his/her choice consistent with the desires and the needs of society. The District shall provide for students:

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- Evaluation of his/her progress and aptitudes, counseling in available alternatives, and information of possible consequences of his/her choices.

### 7020 Learning Philosophy

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- Opportunities for development of individual marketable skills toward achievement of his/her career goals.
  - Instruction that allows every student to gain understanding of principles of production and consumerism of goods and services, and his/her role in these processes.
4. Education in the Mason County Central School District must provide an atmosphere in which each individual will grow in his/her understanding of and responsiveness to the needs and responsibilities inherent in family life through collaboration with the school, parents/guardians, and community to bring together the human resources necessary in this endeavor.
  5. Education in the Mason County Central School District must foster the development of the skills of creative, constructive, and critical thinking to enable the individual to deal effectively with situations and problems in an independent, self-fulfilling, and responsible manner
  6. Education in the Mason County Central School District must provide on a continuing basis, to each individual, opportunity and encouragement to gain knowledge and experience in the area of the natural sciences, the social sciences, the humanities, and the creative and fine arts.
  7. Education in the Mason County Central School District must promote the acquisition of good health and safety habits and an understanding of the conditions necessary for physical and mental well-being.
  8. Education in the Mason County Central School District must respond to each person's need to develop a positive self-image within the context of his/her own heritage and within the larger context of the total society.

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### 7020 Learning Philosophy

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9. Education in the Mason County Central School District must provide for each individual an understanding of the value systems, cultures, customs and histories of his/her own heritage as well as of others, encouraging them to become positive, active participants in society and government. Each person must learn to develop and maintain effective interpersonal relationships.
10. Education in the Mason County Central School District must develop within each individual the knowledge and respect necessary for the appreciation, maintenance, protection, and improvement of the physical environment.
11. Mason County Central School District will instruct students in a manner that develops in them a sense of responsibility for their own actions and ultimately, the quality of their education.
12. Education in the Mason County Central School District must promote an eagerness for learning which encourages every individual to take advantage of the educational opportunities available beyond the formal school process

Approved: February 22, 2010

Mason County Central School District

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7050 Curriculum Development (Cf. 5140)

7050

The Board, believing that “student academic achievement” is the number one priority and purpose of the District, hereby adopts this policy.

The administration, with the cooperation of the certified staff and the Curriculum Council, shall develop a comprehensive curriculum K-12 which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the student, the resources of the District, the State of Michigan and the federal government.

The administration, with the cooperation of the certified staff, District School Improvement Team and the curriculum council, shall evaluate the curriculum of the District in view of the Board’s goals and objectives on a periodic basis. The findings, conclusions, and recommendations of the staff shall be transmitted to the Board.

### Technology

The Board supports the use of computers and related technology to enhance classroom instruction. The use of computers and related technology should improve the management and delivery of instruction to all students and other uses in support of the Board approved curriculum.

### Resources

The administration is encouraged to utilize any available resource in the development of a comprehensive curriculum.

### Distance Learning

The administration is encouraged to explore the possibilities of various "distance learning" instructional tools to enhance the curricular offerings of the District including, but not limited to: Teleconferencing, web based instruction, satellite transmissions, and interactive CD-ROM's. Any such distance learning efforts will be appropriately piloted before being incorporated into the curriculum on a regular basis. All distance learning efforts will comply with applicable collective bargaining agreements.

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7050 Curriculum Development (Cf. 5140)

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### Personnel (Cf. 2560, 1220)

The Board encourages the use of District personnel as well as resource personnel from outside the District in the development of comprehensive curriculum and related materials.

### Materials

The Board recommends that the administration utilize and develop materials, which will aid in the development of curriculum to be approved by the Board for use in the District.

### Financial (Cf. 3200)

The Board encourages the Superintendent to investigate, continuously, the availability of other-than-District funds to defray expenses incurred in the development of a District-wide curriculum.

### Planning

The Board advocates a policy of continuous curriculum study. The Superintendent is encouraged to utilize resource personnel in a manner consistent with Board policies. The Superintendent is also encouraged to use District patrons and students in a manner consistent with these policies.

The Superintendent shall have the responsibility to organize the certified staff in appropriate committees to plan, study, modify, change, or develop a District-wide curriculum.

### Research

The administration shall develop a research and evaluation program, which will provide the Board with data to be used in the development of curriculum areas. The use of research findings of other agencies, departments, colleges, and universities is encouraged by the Board.

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7050 Curriculum Development (Cf. 5140)

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### Pilot Projects

The use of pilot projects is encouraged by the Board before District-wide implementation of any curriculum area is initiated.

All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project, shall be available for inspection by the parent(s)/guardian(s) of the student engaged in such program or project. For the purpose of this policy, research or experimentation program or project means any program or project in any applicable program designed to explore or develop new unproved teaching methods or techniques.

The administration shall take whatever measures are required to ensure the integrity and validity of tests given under the pilot program.

### Pilot Project Evaluation

Before any pilot project proposal is submitted to the Board for approval, an evaluation format shall be developed and included with the pilot project. (Cf. 8940 *et seq.*)

### Federal Compliance

To comply with the provisions of the No Child Left Behind Act, the Superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The District will comply with federal guidelines concerning age appropriate sex education.

The Superintendent will ensure that any programs for limited-English proficient (LEP) students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.

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7050 Curriculum Development (Cf. 5140)

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### Curriculum Adoption

No course of study shall be eliminated or new course added without approval of the Board, nor shall any basic alteration or reduction of a course of study be made without such approval.

Approved: February 22, 2010

LEGAL REF: 20 USCA 7906 (NCLB); MCL 380.1282

## **Section 7000 – Instructional Program**

7050-R Curriculum Development

7050-R

### Curriculum Council

The Superintendent shall organize a Curriculum Council that shall have as its prime goal the development of a coordinated and articulated K-12 instructional program for the Mason County Central School District. The Curriculum Council membership shall be represented by administration, Board, community members at large, students and teachers.

A curriculum research and development budget may be provided yearly for this purpose.

The administration shall have the responsibility to seek out available resources for use by the certified staff in the development of District-wide curriculum.

### Personnel (Cf. 2560, 1220)

The Superintendent shall submit to the Board the proper budget requests for payment of fees and honorariums for the use of resource personnel at a reasonable time before the services of such personnel are utilized by the District.

### Research

The Superintendent may budget for educational research and evaluation programs, accelerate implementation of such programs, encourage evaluation of technological advances in education, support the use of tools or techniques to enhance the teacher's effectiveness or productivity, and develop a reasonably detailed budgeting system that includes periodic reviews designed to assist the Board in policy planning and general oversight of the operation of the curriculum in the District.

### Pilot Projects

The Superintendent is encouraged to investigate the availability of outside funds to be used in financing any pilot project in the District.

Where feasible, and prior to the full-scale adoption of such programs, innovative instructional programs may undergo pilot testing so that it may be understood how they may function fully.

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7050-R Curriculum Development

7050-R-2

Programs approved for pilot testing by the Board may:

1. Be planned to extend over a specific period of time, after which the extension or continuation of the program shall take positive Board action;
2. Include a detailed description of the evaluative procedures to be used in order to determine the effectiveness and/or success of the program;
3. Provide for an updating procedure to keep the Board informed of its progress; and
4. Provide for a plan of public information in order that the public may be aware of the program, its purpose, and its progress.
5. Be considered only when fiscally feasible and budgetarily sound.

### Pilot Project Evaluation

The administration will develop evaluation instruments to be used in any pilot project. Such instruments may include, but shall not be limited to, the following areas: type and form of data to be gathered; personnel to be used in the project; anticipated costs of the project; anticipated input in terms of hardware and software; anticipated outcomes in terms of student productivity, student achievement, teacher utilization and productivity, building use, non-certified staff use; and standard tests to be administered, if any.

### Curriculum Adoption

The administration shall submit plans for changes in the curriculum to an appropriate Board committee for study, and any recommendations of said committee shall be presented to the Board for action.

## Section 7000 – Instructional Program

7055 Comprehensive School Health Education

7055

The Board understands that a comprehensive school health education is a priority of the state and a critical component of a coordinated school health program. As recommended by The State Board of Education, the Board hereby adopts this policy.<sup>1</sup>

The administration, with the cooperation of the certified staff, shall develop a Comprehensive School Health Education Program based on the nationally recognized Michigan Model for Comprehensive School Health Education and the Michigan Board of Education, “Policy on Comprehensive School Health Education” as adopted June 8, 2004.

Approved: February 22, 2010

LEGAL REF: Michigan State Board of Education, *Policy on Comprehensive School Health Education*, June 8, 2004.

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<sup>1</sup> Michigan State Board of Education Policy on Comprehensive School Health Education, “The Board recommends that each school district adopt, implement, and evaluate a research-based, theory-driven comprehensive health education program, such as the nationally recognized *Michigan Model for Comprehensive School Health Education*.”

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7057 Quality Character Education

7057

The Board understands that a quality character education is a priority of the state and a critical component of the coordinated school health program. The Board hereby adopts this policy.

The administration, with the cooperation of the certified staff, shall develop a Quality Character Education Program that follows such programs as the Michigan Model for Comprehensive School Health Education.

In addition, the Quality Character Education Program of the District shall include and embrace the principles set forth in the Michigan State Board of Education Policy on Quality Character Education as adopted and recommended June 8, 2004.

Approved: February 22, 2010

LEGAL REF: Michigan State Board of Education, *Policy on Quality Character Education*, June 8, 2004.

## **Section 7000 – Instructional Program**

7057-R Quality Character Education

7057-R

### Citizenship

Education in the Mason County Central School District must create an educational environment that fosters the development of mature and responsible citizens.

The Board approves the curriculum, which is designed to accomplish the mission and goals of the District. Every course shall have a written curriculum guide or course outline based upon the mission and goals.

## **Section 7000 – Instructional Program**

7060 Curriculum Guides and Course Outlines

7060

The Board approves the curriculum, which is designed to accomplish the mission and goals of the District. Every course shall have a written curriculum guide or course outline based upon the mission and goals.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282

## **Section 7000 – Instructional Program**

7060-R Curriculum Guides and Course Outlines

7060-R

Curriculum guides and course outlines shall be based on the following criteria:

1. A challenging academic program shall be provided for all students;
2. Courses of study shall be articulated from kindergarten through twelfth grade;
3. Minimum objectives shall be identified for each course and subject, and at the elementary level shall be identified by grade level;
4. Enrichment and supplemental objectives appropriate for all students shall be identified for each course and subject; and
5. Procedures and materials for evaluating the attainment of learning objectives shall be provided.

The administration shall monitor the use and effectiveness of the District's curriculum and recommend to the Board necessary revisions and modifications.

## **Section 7000 – Instructional Program**

### 7110 Core Curriculum

7110

The Board shall review the curriculum periodically for the District. Handbooks outlining any course offered in the District should be approved by the Superintendent, and shared with the Board, in advance of the school year in which the courses are to become operative.

The Board recognizes the need to have its approved curriculum aligned with instructional materials, media, textbooks, and technology in order to affect student learning positively and to verify local, state and federally identified assessment standards and objectives.

#### Elementary Program

The District's elementary grades are established as grades K-5.

#### Core Curriculum

The core curriculum in the District's elementary school(s) or magnet school(s) is as determined by state developed benchmarks and grade level content expectations.

#### Supplemental Curriculum

The Board shall supplement the elementary core curriculum by providing instruction in the following areas as the financial resources of the District permit, including but not limited to:

- Art
- Music
- Computer education
- Physical education

#### Exit Outcomes

The exit outcomes for the District's elementary students are compatible with the benchmarks and grade level content expectations established by the state.

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7110 Core Curriculum

7110-2

### Outcomes Evaluation

The Superintendent shall develop an evaluation process using student performance data.

### Middle School

The District's middle school grades are established as grades 6-8.

### Core Curriculum

The core curriculum in the District's middle school is as determined by state developed benchmarks and grade level content expectations.

### Supplemental Curriculum

The Board shall supplement the middle school core curriculum instruction in the following areas as the financial resources of the District permit, including but not limited to:

- Art
- Music
- Computer education
- Physical education

### Exit Outcomes

The exit outcomes for the District's elementary are compatible with the benchmarks and grade level content expectations established by the state.

### Outcome Evaluation

The Superintendent shall develop an evaluation process using student performance data.

### Senior High School

The District's senior high school(s) grades are established as grades 9-12.

### Core Curriculum

The core curriculum in the District's senior high school(s), alternative school(s), and/or magnet school(s) is comprised of the following subject areas:

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7110 Core Curriculum

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English/Language Arts, Mathematics, Science, and Social Studies.

### Supplemental Curriculum

The Board shall supplement the high school core curriculum by providing instruction in the following areas, as the financial resources of the District permit, including but not limited to:

- Tech Prep
- Business Education
- Fine Arts
- Industrial Arts

Technology

### Exit Outcomes

Measurable exit outcomes for the District's senior high school students are those minimum graduation requirements as established by the state.

### Outcomes Evaluation

The Superintendent shall develop an evaluation process to ensure that the measurable exit outcomes and performance objectives are achieved by the District's students and meet minimal graduation requirements.

### Co-curricular Activities

Co-curricular activities should be used as a means of developing a wholesome attitude and good human relations, as well as knowledge and skills. The Board supports such co-curricular activities and may attempt to make them available on a voluntary basis to all students. The purpose of such activities shall be compatible with the Board's curriculum goals, District and school mission.

Each school, under the direction of the Principal and subject to approval by the Superintendent, may place a co-curricular activities program, suited to the needs of the students, in that particular building. Parent(s)/Guardian(s), students and faculty should be utilized in determining the type and range of activities to be offered.

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7110 Core Curriculum

7110-4

Participation in co-curricular activities is considered a privilege, carrying with it the responsibility of good behavior in school. Failure on the part of any student to meet this responsibility renders him/her liable to suspension from representing the school, participating in the activity, and/or holding class organizational office.

The building level administrators, subject to approval by the Superintendent, shall be responsible for the organization of all student activities and shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.

In planning the program of activities, the Superintendent and staff shall take into consideration the breadth of activities offered through other community organizations.

### Approval

All new co-curricular activities and organizations shall be approved by the building Principal and/or Superintendent. Activities, which may require the expenditure of general school funds, shall require Board approval.

### Evaluation

Each activity shall be evaluated as needed to determine if its purposes are being fulfilled and if it is meeting the needs of the students of that particular building.

### Student Funds

Funds remaining in accounts of student organizations, which have been inactive for one year, or in accounts of classes, which have been graduated for one year, shall be transferred by the Board to the MCC Educational Foundation.

Approved: February 22, 2010

LEGAL REF: MCL 257.811; 380.1151-1153; 380.1155; 380.1157; 380.1166; 380.1169-1170; 380.1278; 380.1282; 380.1289; 380.1316; 380.1502; 380.1506; 380.1507; 388.1709; 388.1761; 380.1804; 380.1806; 380.1813 (Homebound and Hospitalized); R 325.1-52; 325.898; 325.1491 and 388.301-399; OAG, 1977-1978, No 5291, p 420 (April 12, 1978); OAG, 1979-1980, No 5659, p 648 (February 28, 1980)

## **Section 7000 – Instructional Program**

7110-R Core Curriculum

7110-R

### Work Based Education

Participation by students in a work based education program will be handled by the administration on an individual basis.

### Co-curricular and Extracurricular Activities

The Principal shall coordinate the extracurricular program or designate a staff member to assume this responsibility.

All new extracurricular activities shall be approved by the building Principal and recommended to the Superintendent for his/her approval. All recommendations to the Superintendent shall include a statement of purpose of the activity, potential membership to be served, and potential financial obligations, which the Board might have to assume from general school funds.

A faculty sponsor shall be appointed for each activity within the provisions of the master agreement.

Membership and participation in all activities shall be voluntary and limited to students enrolled in the schools. Students shall have the right to participate in all extracurricular activities without discrimination.

Activities sponsored by outside agents shall be carefully reviewed and approved by the Superintendent for participation if they are co-sponsored by the school. Secondary Principals must be certain that such outside-sponsored activities do not conflict with standards and criteria established by the National Association of Secondary School Principals.

Every effort should be made to keep extracurricular activities from unduly interfering with the regularly scheduled school day and to provide a balanced program of appropriate academic studies and activities for each student.

## **Section 7000 – Instructional Program**

7110-R Core Curriculum

7110-R-2

The administration shall develop rules and regulations covering extracurricular activities in individual buildings. Such rules shall list responsibilities of students and advisors or chaperones. All activities sponsored by school groups must be adequately supervised and all Board policies and administrative regulations regarding student and teacher conduct, use of facilities, use of transportation, and all other applicable policies and regulations shall be followed.

### Homebound Instruction

Parent(s)/Guardian(s) shall request homebound instruction from the Superintendent. An application form will be forwarded to the family physician for his/her recommendation and signature.

The application is then returned to the Superintendent and the Superintendent obtains a teacher for the student.

The Superintendent then notifies the Principal of the building concerning the status of the student and supplies him/her with the name of the homebound teacher.

The Principal then notifies the student's teacher and supplies the teacher with the student's status and the name of the homebound teacher.

The re-entering of the student to regular classes discontinues the homebound instruction.

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7115 Sex Education

7115

Pursuant to state law, sex education may be provided by the District as an elective. In order to offer this instruction, a sex education advisory Board must be established. Students will not be permitted to take the class unless the student's parent/guardian is notified in advance of the course and its contents, is given an opportunity to review course materials, is allowed to observe the instruction, and is notified of the right to have the student excused from the class. The Superintendent, with the cooperation of the certified staff and a licensed medical doctor, nurse or other person certified by the State Board of Education, shall develop a comprehensive sex education curriculum that complies with statutory curriculum requirements. All instruction and materials shall be age-appropriate and medically accurate. Prior to the adoption of any revision to materials or methods of instruction in sex education, the Board shall hold two public hearings. The hearings shall be held at least 1 week apart and shall be posted pursuant to MCL 380.1201.

### Sex Education Advisory Board

The Sex Education Advisory Board (Advisory Board) shall consist of 18 members who shall serve staggered terms of 3 years. One half of the members shall be parents/guardians who have at least one child attending a school operated by the District, and a majority of those parent/guardians members shall be individuals not employed by a school District. The Superintendent shall recommend persons for membership to the Board of Education and shall include pupils of the District, educators, local clergy, and community health professionals. The Superintendent shall use a selection process that reasonably reflects the District population.

The Advisory Board must establish goals and objectives designed to reduce rates of sex, pregnancy and sexually transmitted diseases, review materials and methods, and make implementation recommendations to the Board of Education.

The recommendations shall incorporate the mandates of MCL 380.1507b and such other material as the Advisory Board finds to be pedagogically sound.

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7115 Sex Education

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Every two years, the Advisory Board shall evaluate, measure, and report upon the attainment of the goals and objectives. The report shall be made available to parents/guardians in the school District.

To comply with the provisions of the No Child Left Behind Act and Michigan Statutes, the Superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The District will comply with federal and state guidelines concerning age appropriate sex education.

### Parent/Guardian Notification

Sex education is not to be provided to any student under the age of 18 unless the parent/guardian is notified in advance of the instruction and the content of the instruction. Parents/Guardians are to be given an opportunity to review materials to be used and to have their child excused from the instruction by filing an annual or continuing written notice that the child is to be excused from the class. If a parent/guardian files a continuing written notice to exclude their child from sex education classes, present or future, the student shall not be enrolled in a sex education class at any time unless the parent/guardian submits a new, written authorization for that enrollment.

Any student is to be excused without penalty or loss of academic credit, from attending class sessions in which the instruction is provided.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282; 380.1507; 380.1507b; 380.1169; 388.1506; 380.1766; 388.1766a; 20 USCA 7906 (NCLB); State Board of Education Policy to Promote Health and Prevent Disease and Pregnancy (September 2003.)

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7115-R Sex Education

7115-R

The Sex Education Advisory Board shall establish program goals and ensure that materials and instruction in sex education are age-appropriate and medically accurate, and that the curriculum:

- Discusses the benefits of abstaining from sex until marriage and the benefits of ceasing sexual activity if the pupil is currently sexually active,
- Includes a discussion of the possible emotional, economic, and legal consequences of sex,
- Stresses that only abstinence fully prevents unplanned pregnancy and sexually transmitted diseases are serious possibilities of sex that are not fully preventable except by abstinence,
- Advises pupils of the laws pertaining to their responsibility as parents to children born in and out of wedlock,
- Ensures that pupils are not taught in a way that condones the violation of the laws of this state pertaining to sexual activity,
- Teaches pupils how to say “no” to sexual advances and that it is wrong to take advantage of, harass, or exploit another person sexually,
- Teaches refusal skills and encourages pupils to resist pressure to engage in risky behavior,
- Teaches that the pupil has the power to control personal behavior. Pupils shall be taught to base their actions on reasoning, self-discipline, a sense of responsibility, self-control, and other ethical considerations such as respect for self and others,
- Provides instruction on healthy dating relationships and on how to set limits and recognize a dangerous environment,
- Provides information for pupils about how young parents can learn more about adoption services and about the provisions of the safe delivery of newborns law;
- Includes information clearly informing pupils that having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment and

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7115-R Sex Education

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- That one of the other results of being convicted of this crime is to be listed on the sex offender registry on the Internet for up to 25 years.

Sex education is not to be provided to any student under the age of 18 unless the parent/guardian is notified in advance of the instruction and the content of the instruction. Parents/guardians are to be given an opportunity to review materials to be used and to have their child excused from the instruction. Any student is to be excused without penalty or loss of academic credit, from attending class sessions in which the instruction is provided.

### Parent/Guardian Notification

The District will provide appropriate forms for parent/guardian use in directing that their child not be enrolled in a sex education class.

### Complaint Process

Pursuant to MCL 388.1766a, a parent or guardian of a pupil who believes that the District has violated the law that governs sex education may file a written complaint with the Superintendent or chief administrator of the District. The written complaint must set forth specifically the nature of the alleged violation and the facts upon which the complaint is based. The Superintendent must investigate and provide, within 30 days of the complaint, a written report of her/his findings to the complainant. If violations are discovered the written report shall describe each violation and set forth the corrective action that will be taken to ensure that there are no further violations. A complainant who believes, based upon the report, that the District still does not comply with the law may appeal the findings to the Intermediate District.

## Section 7000 – Instructional Program

### 7140 Dropout Prevention Program

7140

#### Philosophy

The Board supports special programming efforts geared toward encouraging students to continue their education who might otherwise consider dropping out of school.

The Board desires to provide students and their parent(s)/guardian(s) with an understanding and appreciation of the need for academic learning and relate academic learning to work experience. This can be accomplished both outside the school in cooperation with business and industry and within the school in simulated experiences. Students must know how to read and communicate if they are to succeed in the business world.

The Board promotes the need for strong parental involvement in encouraging academic importance and success

#### Goals and Objectives

The Board shall combine academic study with the stimulation and challenges necessary to engage the minds of all students and with the variation of pace, topic, and activity important to sustaining their interest.

The purpose of the District's dropout prevention program shall be to:

1. Identify individual needs at the earliest stage and provide instruction designed to improve and expand basic reading, writing, mathematics and speaking skills so that every student is capable of maintaining an appropriate grade level/credit count throughout his/her school career.
2. Develop a system which reinforces pride in academic achievement and replaces the expectation and fear of failure so prevalent in the dropout scenario.
3. Offer teaching and counseling designed to provide students with valuable skills, career direction, and the possibility of future employment.

## Section 7000 – Instructional Program

### 7140 Dropout Prevention Program

7140-2

4. Encourage high risk students to participate in school activities in order to combat the school isolation common to dropouts.
5. Communicate with parent(s)/guardian(s) and students regarding the value of education in their lives.
6. Communicate to students that education is the top priority of the District and acknowledge the need to assist students whenever possible in addressing outside influences that may interfere with the educational process.
7. Enrollment in the District's collaborative alternative education program or other alternative program will be recommended when efforts have been exhausted and/or administrators and counselors working with the student and parent(s)/guardian(s) have determined an alternative placement is in the best interest of the student.

The Superintendent shall incorporate the philosophy and goals of this policy into the school setting.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1204a

## **Section 7000 – Instructional Program**

7150 Alternative School Programs

7150

The Board may periodically approve the establishment of alternatives to the regular school program. Such alternatives may include, but will not necessarily be limited to program improvements developed by the staff of individual schools or specially designed schools approved by the Board.

All proposals for alternative school programs shall be presented by the Superintendent to the Board for its consideration and action.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282; 380.1596; 380.1301; OAG, 1985-1986, No 6271, p 13  
(February 7, 1985)

## Section 7000 – Instructional Program

7160 Special Programs

7160

Exceptional students shall be educated in regular classrooms, insofar as practicable, and shall be assigned to special education classes or facilities only when the nature of the student's exceptionality makes inclusion of the student in the regular classroom impractical or when the student is unable to profit from the regular classroom.

When appropriate programs, services, or facilities are not possible within the District's schools, the Board shall make every effort to provide these students with access to schools where such instruction and accommodations are available.

Administrative responsibility for special education programs in the District shall be the responsibility of the Superintendent who shall work closely with the intermediate District in providing special education services. All diagnostic, evaluation, and placement procedures established shall be in accordance with state and federal guidelines.

Approved: February 22, 2010

LEGAL REF: 20 USCA §1400 (Individuals with Disabilities Education Act [IDEA]); 29 USCA §794, *et seq.* (Rehabilitation Act of 1973); 42 USCA §12115 (Americans with Disabilities Act); 29 CFR §1601.30; MCL 380.4(2), 380.6(7); 380.1311; 380.1702; 380.1703; 380.1711; 380.1751; 380.1766; R 340.1701-1873

## **Section 7000 – Instructional Program**

7165 At-Risk Students

7165

The Superintendent shall investigate and recommend programs that will address the needs of at-risk students. At-risk students include, but are not limited to, those students who abuse drugs or alcohol, are suicidal, drop out of school, are abused children, or are pregnant minors.

Program planning should examine, but is not limited to, the following: classroom learning experiences; primary prevention programs; staff development requirements, District liability; community resources; crisis response/intervention teams; peer counseling; parent(s)/guardian(s) education; student study teams; K-12 guidance and counseling curriculum; attendance policy and procedures; student discipline; and alternative programs.

Approved: February 22, 2010  
LEGAL REF: MCL 388.1631a

## **Section 7000 – Instructional Program**

7170 Federal Program Administration (Cf. 7175)

7170

Federally funded programs are a vital and necessary adjunct to the educational program of the District's schools.

### Title I Programs

The Board shall ensure that the District's Title I programs operate in accordance with federal laws and conditions. The Superintendent is responsible for administering the District's Title I programs; assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing in-service training for parent(s)/guardian(s) and staff, and developing appropriate evaluation procedures. The requirements of the No Child Left Behind Act shall be followed, and rules and regulations promulgated to ensure that the District is in compliance.

Approved: February 22, 2010

LEGAL REF: 20 USCA 6316, 20 USCA 6318 (No Child Left Behind Act)

## **Section 7000 – Instructional Program**

7170-R Federal Program Administration

7170-R

In order to meet the federal guidelines established for Title I programs fully, the administration shall: Provide timely notification to parent(s)/guardian(s) about their child's Title I selection, instructional objectives, progress reports, achievement levels on state academic assessments as soon as possible after the test is taken; establish dates and sites for parent/guardian-teacher conferences; help promote parent(s)/guardian(s) participation in school activities; consult with parent(s)/guardian(s) about how the District can work with parent(s)/guardian(s) to achieve Title I program objectives; and solicit parent(s)/guardian(s) suggestions in the planning, development, and operation of the program.

Each school served by a Title I program shall schedule an annual meeting at a convenient time to provide parent(s)/guardian(s) of Title I students an opportunity to participate in the design and implementation of the Title I program and to provide information concerning the right of parent(s)/guardian(s) to be involved. All parent(s)/guardian(s) of Title I students shall be invited to this meeting.

## Section 7000 – Instructional Program

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175

### State of Michigan Parent/Guardian Involvement Initiative

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parent(s)/guardian(s).<sup>2</sup>

### District Plan

In accordance with the requirement of the No Child Left Behind Act, the Mason County Central Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy.

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<sup>2</sup> MCL 380.1294 (1) No later than January 1, 2005, the board of a school district or intermediate school district, or the board of directors of a public school academy shall adopt and implement a parent involvement plan designed to encourage parental participation. (2) The board or board of directors shall provide a copy of the parent involvement plan to the parent or legal guardian of each pupil. The board of directors may provide the copy of the policy by including the policy in its student handbook or a similar publication that is distributed to all pupils and parents. (3) The board or board of directors shall provide a copy of the parent involvement plan to the department upon request by the department.

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-2

The Board directs that the following actions be implemented by the administration to insure compliance with state and federal law and to invite parents to become involved highly in the education of their children:

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams;
- Invitations to parent(s)/guardian(s) to attend at least one annual meeting , with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I and other District programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s);
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s); and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc.)

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-3

### Written Plans/Policies

The Mason County Central School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan. Individual buildings may personalize the District plan to meet the particular needs of their school, subject to review by the Superintendent. The Board directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- To integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and
- To distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

### Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

**Mason County Central School District**

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-4

### Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and in a language that is understood by the family.

Approved: February 22, 2010

LEGAL REF: 20 USCA 6318 (No Child Left Behind Act); MCL 380.1294 (PA 107 of 2004); 380.1295; MDE Recommended Parent/Guardian Involvement Policy, June 2004.

## **Section 7000 – Instructional Program**

7180 Driver Education Training

7180

Upon the recommendation of the Superintendent, subject to approval by the Board, the District may offer an approved driver education course for students 14 years and 8 months of age. The course, if offered, will meet all instructional standards set forth by the Michigan State Department of Education and shall include classroom instruction, behind-the-wheel instruction, and observation in an automobile under the supervision of a qualified or licensed instructor. Enrollment in the course shall be open to students enrolled in the high school grades of public, parochial, and private schools as well as resident out-of-school youth and non-resident students.

Costs of the driver education course, if offered, shall be financed in a manner to be recommended by the Superintendent and approved by the Board. The Board may elect to approve a general fund budget allocation to reduce costs to the resident students participating in the course. Non-resident students shall be charged for the actual cost of their participation in the course and shall not be subsidized by District funds.

The Superintendent shall be responsible for developing administrative guidelines for the operation of the driver education program, which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.

Approved: February 22, 2010  
LEGAL REF: MCL 257.811

## **Section 7000 – Instructional Program**

7200 Partnerships (Cf. 9720)

7200

The Board may enter into partnership programs between the District or the schools of the District and business and/or educational institutions for the mutual benefit of the students, professional staff and the outside organization. Such partnerships may include, but are not limited to: adopt-a-school programs, cooperative vocational education agreements, or the lending of equipment. Partnership agreements should ensure an awareness of the use of technology in the workplace.

Approved: February 22, 2010

## **Section 7000 – Instructional Program**

7210 Interscholastic Athletics

7210

The Board is committed to providing equal opportunity to compete in interscholastic athletics for both boys and girls and directs its Superintendent and those responsible for athletic programs to recommend programs, which will meet this goal.

All interscholastic activities recognized and approved by the Board shall follow the guidelines established by the Michigan High School Athletic Association.

Approved: February 22, 2010

LEGAL REF: MCL 380.1289; OAG, 1977-1978, No 4795, p 190 (August 11, 1977); OAG, 1985-1986, No 6352, p 252 (April 8, 1986); and rules and regulations as published by the Michigan High School Athletic Association

## **Section 7000 – Instructional Program**

7210-R Interscholastic Athletics

7210-R

The Board, with support from its administrative staff, recognizes that competing in athletics is not a right but a privilege, and expects athletes to assume their responsibilities in adhering to the Interscholastic Athletics policy, and procedures 7210, as recommended by the athletic council through the Superintendent and approved by the Board. Policy 7210 and these rules shall be published in the student handbook. Students who are members of athletic teams represent themselves, their school community, parent(s)/guardian(s) and team. Conduct at all times, both on and off the athletic field, will be of the highest standard. The Board has the philosophy to seek supervisors who possess the skills and leadership qualities that promote the high standards of excellence expected from students.

The Board supports a code of conduct for coaches and that their ability as coaches should be measured not only by games won and lost, but also by their effect upon the development of the character of the athlete and attitude toward the school, the team, and teammates.

### League Membership

Membership of the District in an interscholastic athletic conference or league shall be subject to Board approval upon recommendation of the Superintendent and the athletic staff. The Board shall review the constitution and bylaws of such organization and its rules and regulations before giving its approval. The designated voting delegate to the conference governing body is a representative of the District. Therefore, before voting on changes in bylaws, rules, or regulations that will affect, in any way, the District or the school's athletic teams, said representative shall advise the Board of the proposed change and follow its direction in voting if such direction is given.

Likewise, the District or its schools are eligible to vote on changes in the Michigan High School Athletic Association's Constitution, bylaws, or rules and for membership to the Association Athletic Council.

## **Section 7000 – Instructional Program**

7210-R Interscholastic Athletics

7210-R-2

The Principal, through the Superintendent, shall bring such matters to the attention of the Board prior to casting a vote in order to ascertain how the Board feels on the matter to be voted upon and to receive direction if such is the desire of the Board. The Principal, through the Superintendent, shall make recommendations as to the action to be taken and will provide the Board with background information and rationale for the recommendations.

### Coaches

It shall be the District's practice to employ qualified coaches and, to the extent possible, secure them from the school's teaching faculty. If it is necessary to secure persons from outside the staff, the Superintendent shall recommend only those persons who are qualified to coach the sport, work with young people, and who have knowledge of first aid and the physical needs and limitations of students who are participating in the sport. In-service training shall be provided annually to acquaint the outside coach with the school system, Board and administrative policies and rules governing interscholastic athletics and basic instruction in first aid and CPR. The Superintendent is delegated the authority to appoint teaching staff members or outside coaching personnel to coaching staff positions and shall present recommendations to the Board for approval. If outside coaching personnel are employed, the Superintendent shall inform the Board, in advance, of that necessity and his/her reasons therefore.

### Budgets

Budgets for athletics shall be presented to and approved by the Superintendent, who shall in turn inform the Board. If the budget requires additional expenditures, other than coach's salaries, from the Board's general fund, it shall require Board approval.

### Physicals

No student may practice for any athletic team until he/she has been examined and approved by a medical doctor for competition and until written consent to participate in the specific sport has been obtained from the parent(s)/guardian(s).

## **Section 7000 – Instructional Program**

7210-R Interscholastic Athletics

7210-R-3

Parent(s)/ Guardian(s) consent will not be necessary for students who have reached their 18th birthday. Students shall also comply with the District's requirement relative to insurance before participating. A student who is under a doctor's care for illness or injury shall not be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

### Membership in Michigan High School Athletic Association

The Board shall annually enroll the District's high school as a member of the Michigan High School Athletic Association and to participate in the approved inter-school athletics activities sponsored by said association. The Superintendent shall be responsible to supervise and control said activities. It is further the intent of the Board to accept the constitution and bylaws of said association and adopt as its own the rules and regulations of the association as minimum standards.

## **Section 7000 – Instructional Program**

7215 Performance-Enhancing Substances (Cf. 8220)

7215

Pursuant to state law, use of a performance-enhancing substance<sup>3</sup> by a student who seeks to, and/or actively does, participate in interscholastic athletics shall result in the loss of eligibility for any participation in interscholastic athletics. The Board directs the Superintendent to promulgate rules/regulations that describe the length of time for a loss of eligibility for a first, second, and third offense. The Superintendent shall establish an appeal process within the administration for any decision that imposes a loss of eligibility pursuant to this policy. The decision of the administration shall be final and there shall be no appeal to the Board.

Any loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline that may be appropriate to the situation pursuant to the Code of Conduct.

The rules/regulations shall be published and distributed to all who seek to, or who actively do, participate in interscholastic athletics.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1318

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<sup>3</sup> The Department of Community Health, pursuant to law, will publish a list of performance-enhancing substances that is based upon the list developed by the National Collegiate Athlete Association.

## **Section 7000 – Instructional Program**

7250 Adult/Community Education Program (Cf. 7150)

7250

The Board shall offer a program that meets the intellectual and social, vocational and recreational interests of adults to the extent that there is interest in the community.

The adult program is intended to be self-supporting through tuition fees and/or state and federal reimbursement. No fees shall be charged to District residents for approved high school completion programs when students enrolled in such programs are counted in the official membership count for state aid purposes.

Approved: February 22, 2010

LEGAL REF: R 340.6-7; OAG, 1979-1980, No 5656, p 628 (February 19, 1980); OAG, 1983-1984, No 6147, p 104 (April 13, 1983)

## **Section 7000 – Instructional Program**

7250-R Adult/Community Education Program

7250-R

Any person residing in the District who is 20 years of age or older on or before September 1 of the current school year and who is not attending day school may enroll in adult education classes. Persons who are under 18 or 19 years of age may be accepted in the adult education program upon receiving written permission of the alternative education or high school Principal. These students may be required to pay tuition for credit classes.

No one changing from the traditional school program to the adult education program may graduate ahead of his/her day school class.

### Criteria for the awarding of the Mason County Central High School Diploma through the Adult High School

- Each candidate will have earned 23 academic credits before being awarded a High School Diploma. One semester of equivalent successful attendance in the Adult High School will be required of a student before he can become eligible to receive a diploma.
- Credits may be honored upon receipt of a transcript from the student's previous high school(s) based on their curricular acceptance relationship to our requirements. This would include credits from accredited public high schools, non-public high schools, and State Vocational Training Schools.
- Credits may also be awarded based on recognized military schooling successfully completed by the student and from fully accredited correspondence schools as well as some certification training and homemaker experience..
- Credit may be awarded for past and/or current work experience, as verified by the employer. Credit may be awarded, for 9th Grade Civics only, for the student's participation in community affairs and his/her contribution in terms of community service. Any student who is not beyond their 20<sup>th</sup> birthday will be

## **Section 7000 – Instructional Program**

encouraged to graduate from the traditional or alternative high school s/he previously attended.

## Section 7000 – Instructional Program

### 7350 Instructional Resources

7350

#### Instructional Services

The Board encourages the use of instructional services available to the District.

#### Instructional Assistants

The Board recommends the use of teacher aides where practicable.

#### Resource Persons

The Board encourages the utilization of resource persons who are available in the community.

#### Textbook Selection and Adoption

In accordance with Michigan School Laws, textbooks and workbooks used in the District shall be adopted by the Board. Once adopted, textbooks shall not be changed without Board approval and shall be used for at least five years, except in unusual situations.

The Superintendent shall be responsible, with the advice of the professional staff, to recommend to the Board textbooks and other educational materials for adoption. The Board shall make every effort to implement those recommendations.

Textbooks should be continuous and sequential in nature when possible.

Insofar as possible, all textbooks should present balanced views concerning the international, national, and local issues and problems of our times.

Textbooks should:

- Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- Provide materials that will help students develop abilities in critical thinking and reading;
- Provide materials that will develop and foster an appreciation of American cultural diversity and development;

## Section 7000 – Instructional Program

7350 Instructional Resources

7350-2

- Provide an effective basic education for all students; and
- Allow sufficient flexibility for meeting the special needs of individuals and groups.

The Superintendent shall develop administrative rules outlining a procedure to select textbooks that meet the above criteria. This process shall include a review of available material by instructional staff members. The recommendations resulting from each review will be given thorough consideration.

Any citizen who objects to the final selection made by the Board should follow the procedures outlined in the District's procedure on public complaints about the curriculum or instructional materials. (Cf. 7400-R)

### Use of Textbooks

The use of textbooks as a sole resource tool in the classroom is discouraged. The teachers are encouraged to develop, use, and maintain a relevant and up-to-date core of resource materials in the classroom.

### Deposit on Textbooks

The Board annually may determine a refundable deposit fee for the use of the District's textbooks and establish a procedure for the free use of textbooks.

### Technology

The Superintendent shall develop a plan that coordinates the purchase of technological equipment for the District. Such plan shall provide for equipment or hardware, software compatibility, and future applications.

The Superintendent shall provide for appropriate staff in-service training on the utilization of technological equipment and uses of equipment and software relative to the instructional program and administrative applications.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1421-1422

## **Section 7000 – Instructional Program**

7350-R Instructional Resources

7350-R

### Classroom Materials

Each building Principal will submit an instructional materials budget to the Superintendent each year at a time designated by the Superintendent. The instructional materials budget shall be compiled by the Principal from requests submitted by each teacher.

### Instructional Assistants

The Board has endorsed the use of paid adult teacher aides, as resources allow, assisting teachers in working with students. Aides may be employed by the Board with general funds or by means of federal or state funds. Their positions may be dual assignments (i.e. Title I, recess, and library) with salaries provided by appropriate funding.

### Selection

All instructional assistants are to be screened by the Superintendent and/or building Principal. The candidate must meet Highly Qualified status, as defined by No Child Left Behind legislation. Additional criteria for selection should include:

1. An interest in and a liking for children,
2. Ability to work with teachers and administrators,
3. Willingness to carry out school policies,
4. A professional attitude toward the District and its students,
5. Ability to work with small groups and in one-to-one instruction under direction of a teacher,
6. Desire to work with all students regardless of race or socio-economic background, and
7. Emotional stability to withstand the daily challenges of group interaction.

### Duties

Aides may perform non-instructional duties such as:

## Section 7000 – Instructional Program

7350-R Instructional Resources

7350-R-2

1. Maintenance and disciplinary activities in lunchroom and on playgrounds and in other school settings, and
2. Traffic control to protect students crossing streets on the way to and from school.

They may also assist in instruction related activities such as:

- a. Complementing instruction (i.e., assisting the teacher during the lesson by helping students who may be having difficulty in understanding or in keeping up with the class,
- b. Supplementing instruction (i.e., assisting the teacher by working with individuals or small groups of students on follow-up activities specified by the teacher), and
- c. Reinforcing instruction (i.e., assisting the teacher by administering, under supervision and direction, remedial or drill activities for individuals or small groups).

### Supervision

Paid instructional assistants engaged in non-instructional duties shall be under the direction and supervision of the building Principal.

Paid instructional assistants engaged in instruction related duties shall be under the direction of a certified teacher and supervised by the building Principal.

### Textbook Selection and Adoption

Selection of textbooks for use in the District shall be a cooperative effort of the teacher(s) who will use the textbook and an appointed curriculum committee.

The procedure outlined below will be followed for District-wide use in implementing the Board's policy on the selection of textbooks and supplementary instructional materials, hereinafter referred to simply as "textbooks." The procedure carries out the Board's intention that the textbook selection process guarantees involvement of District staff.

## **Section 7000 – Instructional Program**

7350-R Instructional Resources

7350-R-3

Textbook needs in various subject matter areas shall be considered on a cyclical basis. The staff will recommend textbook areas for review and recommendation for adoption on a rotating basis at least every five years.

The selection procedure for each subject area covers one school year and that textbook selection procedure may be in process for two or more subject matter areas concurrently.

The District-level curriculum committees may include these members: a Principal who will serve as chairperson and one representative from each building in the District whose subject matter specialty corresponds to the subject matter area up for adoption. The Superintendent and the other Principals may serve as ex officio members of the committee.

The Superintendent may meet with the District-level curriculum committee to determine textbook needs for the District. The Superintendent and curriculum committee shall:

- Evaluate textbooks currently in use for relevance to current District instructional goals and for physical condition and supply,
- Identify sources of alternate textbooks, and
- Contact publishing houses or producers for sample textbooks.

Building Principals shall have the responsibility for coordinating evaluation of the sample textbooks, using methods that include but are not limited to:

- Establishing a building-level curriculum committee composed of teaching staff in the subject matter area up for adoption,
- Requesting individual staff members in the appropriate subject area to evaluate the samples using standardized evaluation instruments prepared or obtained by the committee, and

## Section 7000 – Instructional Program

7350-R Instructional Resources

7350-R-4

- Arranging, through the building level curriculum committee or individual teachers, to pilot several of the samples during the spring semester.

The Principal shall present to the District-level curriculum committee three recommendations from his/her school for each course up for adoption in each grade level in the current cycle. Each recommendation shall be in writing with discussion involving:

1. Overall purpose, including appropriateness for the course and grade level,
2. Cost in relation to budget,
3. Quality of writing and material,
4. Readability and popular appeal,
5. Format,
6. Timeliness or permanence, and
7. Reputation of the publisher/producer.

The District-level curriculum committee shall review the recommendations from each building. The committee shall present an analysis of the building-level committee recommendations to the Superintendent. The analysis shall include a list of the District-level committee's own recommendations for three textbooks in each course up for adoption in each grade level in the current cycle.

The recommendation for each of the three textbooks in each area will indicate whether the textbook is the committee's first, second or third choice. It also will explain the reason for the choice in the same terms listed above.

### Lost, Damaged or Destroyed Student Textbooks

The cost to the student for a lost or destroyed text or other instructional resource provided by the District will be the replacement cost of the book/resource item.

### Outdated and Old Textbooks

If old texts are still in good condition, they will be kept as reference books. Worn out and defaced books will be destroyed or disposed of as determined by the Board.

## **Section 7000 – Instructional Program**

7350-R Instructional Resources

7350-R-5

### Student Purchase of Textbooks

Any or all retired texts may be purchased from the District at the full purchase price or at a prorated price because of condition or age.

### Book Deposit Requirements and Administration

A book usage record will be kept in all buildings for all students. The school name will be stamped in all books, and the books will be numbered. A record shall be kept showing the number of each book issued to each student. An inventory shall be kept of all rental books or sets of books. The numbering system shall include the year the book was purchased.

## **Section 7000 – Instructional Program**

7380 Instructional Program Prohibitions

7380

A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, if the District receives prior request for exemption from a student over 18 years of age, or prior written request for exemption from the parent(s)/guardian(s) of a student less than 18 years of age.

The District shall give students notice of their rights under this policy.

Approved: February 22, 2010

LEGAL REF: 20 USCA §1232g (Family Educational Rights & Privacy Act of 1974  
[FERPA])

## **Section 7000 – Instructional Program**

### 7400 Instructional Materials and Media Centers

7400

The primary functions of the media centers are to process and circulate materials and equipment through an orderly procedure and to provide reference and other services to students and faculty.

Efforts are made so that the collection reflects the broad interests represented in the curriculum, complemented by enrichment materials in a variety of forms. To meet recommended standards, the administration and Board support the development of a collection adequate to meet curricular needs of the students. Such collection should be designed to provide for personal growth, and should be adequate for those engaged in independent study.

#### Objectives

The objectives for the person in charge of the District's media center(s) are as follows:

- To participate effectively in the school program that will endeavor to meet the needs of students, teachers and patrons of the District,
- To stimulate and guide students in their reading, viewing and listening so that they will become skillful and discriminating users of various types of media,
- To provide an opportunity through media center experiences so that students will be able to develop helpful interests, to make satisfactory personal adjustment and to acquire desirable social attitudes,
- To work with teachers in the selection and use of media that will contribute to the teaching program,
- To make available consultant services that will provide for the improvement of learning, instruction and the use of media resources and equipment,

## **Section 7000 – Instructional Program**

### 7400 Instructional Materials and Media Centers

7400-2

- To provide adequate equipment so that students and teachers will be able to make efficient use of media, and
- To cooperate with teachers and administrators in programs that will promote the professional growth of the school staff.

#### Criteria for the Development of Media Center Materials

##### Collection Development

The media collection should be developed systematically so that it is well balanced in coverage of subjects, types of materials and variety of content.

##### Selection Criteria

Materials will be chosen to support and supplement the curriculum, to promote wise use of leisure time, to develop literary discrimination and appreciation and to encourage students to become productive citizens.

Materials will be chosen on various reading levels presenting different points of view concerning the problems and issues of the times.

Books and other instructional materials will be evaluated before purchase, either through direct examination or by consulting reputable, unbiased, professionally prepared selection tools approved by the building Principal.

Accuracy, artistic quality, format, and authoritativeness will all be considered before making purchases of materials.

##### Staff Libraries

A professional library may be maintained in the Central Business Office and/or the individual buildings.

The Superintendent, in conjunction with building Principals, may ascertain the titles of professional magazines, books, pamphlets and other such literature to be placed in the professional library of a building. A budget for professional libraries may be included in the instructional resource budget each year.

## **Section 7000 – Instructional Program**

7400 Instructional Materials and Media Centers

7400-3

### Review Committee for Patron Complaints Concerning Instructional Materials

The Board shall establish a review committee to handle complaints from patrons concerning instructional materials. (Cf. 9450)

Approved: February 22, 2010

LEGAL REF: MCL 380.1274; 380.1422; 15.231-246; 397.601-605

## **Section 7000 – Instructional Program**

7400-R Instructional Materials and Media Centers

7400-R

### Purchase Procedures

All orders for instructional materials other than textbooks, expendable materials, and film rentals will be channeled through the person in charge of the media center or the building Principal, as the case may be, to the purchasing officer of the District. Such materials would include all items to be cataloged and circulated, e.g., books, filmstrips, loop films, records, slides, maps, posters, etc.

All purchases will be made in accordance with Board policies.

At the beginning of each fiscal year, the person in charge of the media center or the building Principal, as the case may be, will be informed of the amount of the media center budget and will operate within that budget.

The person in charge of the media center or the building Principal, as the case may be, will assess the needs of the collection with the help and advice of teachers and with due consideration given to needs of the students. Final decisions as to the areas of emphasis in any given year will rest with the person in charge of the media center and the building Principal.

### Recommendations

Recommendations received from the certified staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the Board.

Teachers' professional advice will be solicited in making selections of materials. Person(s) in charge of media centers or the building Principal, as the case may be, may order for that level or department from standard selection tools.

### Evaluation

The collection will be evaluated, from time to time, in relation to changing curriculum, new instructional methods, and current needs of teachers and students.

## **Section 7000 – Instructional Program**

7400-R Instructional Materials and Media Centers

7400-R-2

### Service

Materials will be purchased throughout the school year as needed. Areas of emphasis will be determined by the needs of each media center as judged by the person in charge of the media center or the building Principal, within budgetary limits.

### Authority

The Board authorizes the District's trained personnel to select materials for the media centers subject to Board policies and rules.

### Gifts (Cf. 9350)

All gift materials must meet qualitative standards of selection as stated above. Gift materials will be acknowledged and credit given in the media center records.

### Procedures for Evaluating Challenged Materials (Cf. 7770, 7800, 9450)

The parent(s)/guardian(s) of any student in the District shall have the right to register a complaint about controversial reading materials or media. Supplemental material shall be substituted for completing the requirements of the course for that student.

The parent(s)/guardian(s) may notify the teacher in writing using the request for reconsideration form attached to these rules and schedule a meeting with the teacher and/or Principal to set forth the part or parts of the assigned material, which the parent(s)/guardian(s) finds to be objectionable.

Should the parent(s)/guardian(s) exercise the above right, the student shall not be penalized in any way in academic endeavors because of the complaint.

In the case of a complaint, the person receiving the complaint shall present the complainant with “the request for reconsideration form,” invite the complainant to file objections in writing and notify the building Principal.

## **Section 7000 – Instructional Program**

7400-R Instructional Materials and Media Centers

7400-R-3

When the form has been completed and returned, the review committee composed of the building Principal, media specialist, 2 subject area specialists and 2 community members will be asked to evaluate the material in question. Challenged materials shall not be removed from the classroom during the evaluation periods.

The following guidelines shall apply to the evaluation process:

- To examine and evaluate the material as a whole, not based on passages pulled out of context,
- To check appropriate selection aids for evaluation of the material,
- To weigh strengths and weaknesses and form opinions based upon the selection criteria, the appropriateness of material to the reading ability and maturity level of the student, the nature of its use in the educational program, relevance to the curriculum and educational goals of the school, (Cf. 7800)
- To meet to discuss the material and prepare a written report containing conclusions and recommendations within 30 days,
- To direct the written report to the Board, and
- To send the complainant a copy of the written report.

If the complainant is dissatisfied with the decisions of the media review committee, an appeal of the decision may be made through the Superintendent to the Board for a hearing and final decision. The report shall be discussed with the Board by the members of media review committee.

**Section 7000 – Instructional Program**

7400-R Instructional Materials and Media Centers

7400-R-4

CITIZEN’S REQUEST FOR RECONSIDERATION OF CURRICULUM MATERIAL

Book or other material \_\_\_\_\_

Author (if known) \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Complainant Name \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents him/herself \_\_\_\_\_, Organization \_\_\_\_\_

(Identify other group) \_\_\_\_\_

1. To what in the material do you object: (Please be specific; cite pages or items)  
\_\_\_\_\_
2. What do you feel might be the result of using this material? \_\_\_\_\_  
\_\_\_\_\_
3. For what age group would you recommend this material? \_\_\_\_\_
4. Is there anything good about this material? \_\_\_\_\_
5. Did you read or view the entire material? \_\_\_\_\_ What parts? \_\_\_\_\_
6. Are you aware of the judgment of this material by literary critics? \_\_\_\_\_
7. What do you believe is the theme of this material? \_\_\_\_\_
8. What would you like your school to do about this material?  
\_\_\_\_\_ Do not assign it to my child.  
\_\_\_\_\_ Withdraw it from all students as well as my child.  
\_\_\_\_\_ Send it back to the curriculum committee for re-evaluation.
9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? \_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

## **Section 7000 – Instructional Program**

7420 Inspection by Parent(s)/Guardian(s) of Instructional Material

7420

The parent(s)/guardian(s) shall be permitted to inspect all instructional materials used by the District in evaluating, surveying, or analyzing students in furtherance of an instructional program. Instructional materials shall include teacher's manuals, films, tapes, or other supplementary materials.

The District shall give parent(s)/guardian(s) notice of their rights under this policy.

Approved: February 22, 2010

LEGAL REF: 20 USCA § 1232g (Family Educational Rights & Privacy Act of 1974  
[FERPA])

## **Section 7000 – Instructional Program**

7460 Instructional Television (Cf. 7200)

7460

The Board shall support telecommunication systems that support instruction, learning, and are applicable to instructional progress.

The Board encourages partnerships between the District and community entities where it can be demonstrated that such partnerships shall have a positive impact upon student learning.

The Board also encourages national and international linkage through satellite communication, fiber optics and other transmission mechanisms in support of distance learning activities for students.

### Distance Learning/On-Line Learning

The Board may budget resources needed to acquire and maintain the hardware and programming necessary to utilize the capabilities of this use of technology.

Approved: February 22, 2010

## **Section 7000 – Instructional Program**

7460-R Instructional Television

7460-R

### Distance Learning

District staff may provide as needed in-service training in the use of the hardware and programming associated with distance learning programs. A staff member in each school may be assigned the duties of coordinating distance-learning activities, as needed.

The Board may receive periodic updates from the Superintendent regarding student enrollment in courses, staff development activities, and community utilization of the District's distance learning equipment.

The Superintendent and staff may develop and implement a plan and procedures in order that the District's distance learning equipment may be used to it fullest potential, i.e., students, staff, Board and community.

## **Section 7000 – Instructional Program**

7463 Use of Commercially Produced Video Recordings

7463

Videotapes or DVD's will be selected and assigned to give support directly to instructional learning objectives contained within the Board approved curriculum.

Videotapes or DVD's, when used, shall be selected for their direct relevance to the instructional program. General selection criteria should include quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation, and significance of the writer, Director, and/or performer.

The use of videos for recreation or entertainment or for other than instructional purposes shall be restricted.

Approved: February 22, 2010

LEGAL REF: 17 USCA §§ 106, 107, 110 (Exclusive rights in copyrighted works)

## Section 7000 – Instructional Program

### 7463-R Use of Commercially Produced Video Recordings

7463-R

The use of films, DVD's and videotapes in school are subject to the following regulations:

1. All films, DVD's and videotapes must be carefully previewed and evaluated by the teacher and be determined to meet identified learning objectives and exit outcomes before they are used with students.
2. In general, copyright guidelines permit in-classroom use of copyrighted video tape/DVD when it is used for instructional purposes in a teaching situation, as is a lawfully made copy.\*
  - a. The school setting has been defined as a "semi-public performance." Therefore, public performance rights are reserved for the copyright owner or those given permission.
  - b. Videotapes or DVD's marketed for "home use" do not have the rights granted for public performance. Rented films that include a notice that the film is intended for "home use only" or "private use only" shall not be shown to a class for entertainment purposes.
3. Non-profit education institutions generally may use videotapes or DVD's in the course of "face-to-face" teaching activities, without the need to obtain consent from the copyright owner if the following permissible guidelines are met:
  - a. The video or DVD is a legally obtained lawful copy.
  - b. The video or DVD must be used in the course of "face-to-face" teaching activities.
  - c. The video or DVD activity must be carried out by an instructor or student.
  - d. The video or DVD activity must be carried out in a classroom or similar place devoted to instruction.
  - e. All video or DVD programming obtained from commercial sources outside the school's purchasing procedure through rental; lease or purchase must be approved for classroom use by the Principal.

## **Section 7000 – Instructional Program**

7463-R Use of Commercially Produced Video Recordings

7463-R-2

4. Parent(s)/Guardian(s) shall receive one weeks advanced written notice when teachers plan to use commercial video recording or DVD's that are rated PG with elementary students, PG-13 with middle school students or R with high school students under the age of 18. Such notice shall include an accurate description of the contents of the video or DVD recording and where it may be obtained for parent(s)/guardian(s) review.
5. Other media such as CD-ROM, laser disc and audiotapes, while not a part of the video rating system, should be selected and used applying the same criteria as videotapes.
6. The use of videos for recreation or entertainment or for other that instructional purposes shall be restricted.

\*e.g. "Grapes of Wrath" may be presented to high school English class, but "Star-Wars" which if being shown for entertainment, would not be permitted unless copyright clearance has been obtained.

**Section 7000 – Instructional Program**

7463-R Use of Commercially Produced Video Recordings

7463-R-3

**MASON COUNTY CENTRAL SCHOOL DISTRICT  
PARENT(S)/GUARDIAN(S) NOTIFICATION FORM**

Date: \_\_\_\_\_

Dear Parent(s)/Guardian(s):

I am planning to show \_\_\_\_\_ to my \_\_\_\_\_ grade  
\_\_\_\_\_ *film/video/DVD*

\_\_\_\_\_ class. This film/video is rated \_\_\_\_\_

The rating is due to these factors: \_\_\_\_\_

The purpose of seeing this film/video/DVD is to: \_\_\_\_\_

\_\_\_\_\_ The film/video/DVD will be shown in its entirety.

\_\_\_\_\_ Only the following portions of the film/video/DVD will be shown:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you wish to preview the film/video/DVD, it may be borrowed or rented from:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Teacher*

\*\*\*\*\*

Please sign below and return this form with your child or mail it to the address indicated.

Please return this form on or before:

Film/video/DVD: \_\_\_\_\_

\_\_\_\_\_ My child has my approval to view this film/video/DVD.

\_\_\_\_\_ I do not want my child to view this film/video/DVD. Please substitute a  
meaningful, related, alternative activity.

Student: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent(s)/Guardian(s)*

School: \_\_\_\_\_

Address: \_\_\_\_\_

## **Section 7000 – Instructional Program**

7475 Computer Assisted Instruction

7475

The Board supports computer assisted instruction for the District's students in order that the students may accomplish their educational goals efficiently and completely and become computer literate.

The Board shall demonstrate this support by establishing computer-learning centers in each school, as funds are available. Such funds may be obtained through state and federal sources, donations, and gifts or through the allocation of District funds.

Approved: February 22, 2010

## **Section 7000 – Instructional Program**

7480 Resource Speakers (Cf. 7760)

7480

No overall standard can be established which will automatically separate and exclude a person whose views or manner of presentation may actually obstruct the educational process or jeopardize the health and safety of students or staff. However, in an effort to uphold the students' freedom to learn while also recognizing obligations, which the exercise of this freedom entails, the Board does establish guidelines, found in 7480-R, that govern the selection of resource speakers to be used in any attendance center in the District.

Approved: February 22, 2010

## **Section 7000 – Instructional Program**

7480-R Resource Speakers

7480-R

The teacher/sponsor and school building administrator are expected to exercise judgment and to investigate fully those who are being considered as resource speakers in the District.

Teachers/Sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

The ideas presented and the resource person invited to present them shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speaker shall be given a copy of this policy and rules, and each speaker shall agree to abide by these regulations:

- Profanity, vulgarity and lewd comments are prohibited,
- Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited, and
- Smoking is not permitted while speaking or consulting with students.

The teacher/sponsor or any member of the school administration responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his/her conduct, is judged to have disregarded the agreement to abide by these regulations.

## **Section 7000 – Instructional Program**

7485 Community Resources

7485

The Board encourages the utilization of community resources in the instructional program of the school. The community at large is to be utilized by the professional staff as part of the educational laboratory for instructional purposes, including the school forest.

### Use of Community Resource Persons

The use of community resource personnel is encouraged where a legitimate educational objective may be advanced.

### School Volunteers (Cf. 9230)

The use of school volunteers is encouraged whenever a legitimate educational objective may be advanced.

Approved: February 22, 2010  
LEGAL REF: MCL 691.1505

## **Section 7000 – Instructional Program**

7485-R Community Resources

7485-R

The administrative staff shall maintain and keep up-to-date a list of available resource people. The administrative staff shall also maintain and keep up-to-date a list of suitable community resources, which may be utilized for field trips and other such excursions.

### Use of Community Resource Persons

Under certain circumstances, community resource personnel may be paid a reasonable honorarium if approved through the budget approval process by the Board as a legitimate budget expenditure.

## **Section 7000 – Instructional Program**

7490 Field Trips and Excursions

7490

Field trips and excursions are encouraged when a reasonable educational objective can be established. All trips to foreign countries and overnight trips are to be approved in advance by the Board. The Superintendent shall provide the Board with a recommendation concerning any overnight or foreign trip. The recommendation shall take into account any foreign travel warnings or cautions of the U. S. Department of State. In addition, before making any recommendation, the Superintendent shall seek advice concerning overnight or foreign travel from the District's legal counsel and insurance carrier. The Superintendent shall develop rules and regulations regarding educational field trips and excursions. In unusual or time sensitive circumstances the Superintendent may approve trips and notify the Board of his/her decision.

Approved: February 22, 2010

LEGAL REF: MCL 380.1321-1332; R 340.241-243

## **Section 7000 – Instructional Program**

### **7490-R Field Trips and Excursions**

7490-R

The teacher shall notify the Principal of each trip planned and of the resources needed in advance of the trip. Each building Principal shall develop appropriate forms to notify parent(s)/guardian(s) of forthcoming field trips and excursions. Said form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, anticipated costs to the student, if any, and a space where a parent/guardian may ask that his/her child be excused, said parent/guardian to state the reasons for the requested exemption.

#### Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones for field trips or excursions are free of criminal convictions for any offenses involving children. Such processes may include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children, gathering of personal references, and other methods to assure that adult chaperones are suitable and acceptable for accompanying children on field trips or excursions.

When serving as a chaperone for District field trips, the parent(s)/guardian(s), or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules, and sign a letter of understanding verifying they are aware of, and agree to, these District rules before being allowed to accompany students on any field trip or excursion.

## **Section 7000 – Instructional Program**

7490-R Field Trips and Excursions

7490-R-2

Any chaperone found to have violated these rules shall not be used again as a chaperone for any District sponsored field trips or excursions and may be excluded from using District sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

### Modes of Transportation

Whenever possible and feasible, District vehicles operated by District transportation employees will be used to transport students on District sponsored field trips or excursions. If the use of District vehicles and transportation employees is not possible, such as for overnight trips outside of the District where the rental of commercial buses is indicated, the administrator responsible for student transportation will oversee and coordinate the rental of commercially operated vehicles. In no case shall a teacher or building Principal be authorized to contract for the rental of commercial vehicles for use with field trips or excursions without the prior review and approval of the administrator in charge of transportation or the Superintendent.

If the use of privately owned vehicles for a field trip or excursion is contemplated, all requirements set forth in policy 4350 shall be followed.

Full details of field trips rules/regulations or procedures shall be published in the appropriate faculty, staff, parent/guardian, and student handbooks.

## Section 7000 – Instructional Program

7500 Guidance Program

7500

The guidance program shall be organized to meet the needs, interests, and abilities of all individual students with their own particular capabilities, their aptitudes and their personalities. It is a District goal to make each student an active participant in the learning process and not simply a passive absorber of knowledge.

The guidance and counseling services of the District shall be available to any student and shall not discriminate against any student based on sex, race, age, color, national origin, or disability.

### Educational Guidance

The educational guidance program shall relate to the educational objectives and needs of the students.

### Personal Guidance

The guidance program shall provide for the individual needs of the students.

### Vocational Guidance

The District shall assist students in formulating vocational goals and objectives. Cooperative vocational education, job placement, and apprenticeship training shall be offered without regard to race, age, color, sex, national origin, or disability.

Approved: February 22, 2010

LEGAL REF: MCL 380.1233; 20 USCA §1232 (Family Educational Rights and Privacy Act); 28 CFR §42.410; 28 CFR §42.405 (Title VI of the Civil Rights Act); 42 USCA §1981 *et seq.* (Civil Rights Act); 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments); 29 USCA §794, *et seq.* (Rehabilitation Act of 1973)

## **Section 7000 – Instructional Program**

7500-R Guidance Program

7500-R

The guidance counselor shall acquaint students with the educational system and its offerings. Students shall be given assistance in selecting and enrolling in programs and courses. Periodic testing, e.g., psychological, achievement, interest and other such tests, shall be conducted in accordance with state law to aid the evaluation of the District objectives and in making student assessments. The testing program shall be developed by the guidance counselor with the approval of the building Principal.

Guidance and counseling on a personal basis shall assist each student to understand him/herself, his/her capabilities, and limitations; to identify alternate courses of action; and to make appropriate personal decisions. The counselor shall refer any student's personal problem to the parent(s)/guardian(s), after consultation with the Principal, whenever such problem is beyond the scope of training and experience for the counselor.

A library of up-to-date occupational information and training requirements shall be maintained for student and staff reference and for teaching or counseling purposes.

All secondary school students will be encouraged to consider career goals and objectives and to pursue programs of study related to those ends.

Assistance in job placement may be given students both directly and by working with other agencies.

The counselor, in cooperation with teachers and other agencies, may conduct periodic studies to assess the results of the educational program of the school. Follow-up information will be assembled to give continued assistance to former students, to facilitate curriculum evaluation and to reinforce the guidance program for students enrolled in school.

## **Section 7000 – Instructional Program**

7560 Grading System

7560

The Board encourages a uniform grading system for use in the elementary and secondary grades.

Full details of the District's grading system shall be published in the appropriate faculty and student handbooks.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282; OAG, 1981-1982, No 5879, p 124 (April 17, 1981)

## Section 7000 – Instructional Program

7580 Homework

7580

The use of homework as a means to discipline students is prohibited. Homework shall be assigned on a need basis. The Superintendent shall develop rules and regulations for the assignment of homework for students K-12.

Approved: February 22, 2010

LEGAL REF: *Owasso Independent School Dist. No. 1-011 v. Falvo*, 122 S.Ct. 934 (2002).

## Section 7000 – Instructional Program

7600 Promotion and Retention

7600

Grade level and group assignments, including promotion and retention, shall be the responsibility of the Superintendent and shall be made in the best interests of the individual student subject to parent(s)/guardian(s) involvement in accordance with law.

Students will normally progress annually from grade to grade. However, exceptions may be recommended when, in the judgment of the professional staff, and after consultation with parent(s)/guardian(s), such exceptions are in the best interests of the individual student involved and retention is indicated.

Approved: February 22, 2010

LEGAL REF: MCL 380.10<sup>4</sup>

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<sup>4</sup> **380.10 Rights of parents and legal guardians; duties of public schools.** Sec. 10.

It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment. **History:** Add. 1995, Act 289, Eff. July 1, 1996. **Popular Name:** Act 451

## Section 7000 – Instructional Program

7600-R Promotion and Retention

7600-R

The administrative rules for policy 7600 are established as follows:

### Elementary School

1. Recommendations for grade level placement shall be the responsibility of the building Principal, who shall consult with the Superintendent when in his/her judgment borderline cases might create controversy between parent(s)/guardian(s) and the school,
2. Grade level placement in the elementary schools shall be based on the following criteria:
  - a. Academic achievement and ability as indicated by standardized test scores,
  - b. Academic achievement and ability as observed by the classroom teacher(s) involved,
  - c. Chronological age of student,
  - d. Size and physical development of the student,
  - e. Social maturity of the student,
  - f. Emotional maturity of the student, and
  - g. Attitudes and reaction of parent(s)/guardian(s) and student.
3. Notification should be given to parent(s)/guardian(s) as soon as the teacher feels that retention may be recommended, and a conference held with the parent(s)/guardian(s) in order to prepare them for the possibility of retention and enlist their help in preparing the student. Nothing should be said at the conferences that would indicate to the parent(s)/guardian(s) that any decision regarding a recommendation for retention has already been made.
4. The final recommendation of retention shall be made to the Principal at least six weeks before the end of the school year.

## Section 7000 – Instructional Program

7600-R Promotion and Retention

7600-R-2

- At that time, a conference should be scheduled with the Principal, teacher or teachers, and parent(s)/guardian(s) in attendance.
5. After the conference, the Principal, in consultation with the teacher, shall make the decision as to whether or not a final recommendation should be made to the parent(s)/guardian(s) that the student be retained.
  6. A written statement of parent(s)/guardian(s) approval of the retention should be obtained if possible, and included in the student's permanent record file. If the parent(s)/guardian(s) do not agree to retention and, as a result, the student is promoted, a statement signed by the parent(s)/guardian(s) so indicating the parent(s)/guardian(s) rejection of the District's recommendation for retention should be placed in the student's file.
  7. No student shall be retained unless the District has complied with the provisions of items 3 through 6 above or evidence submitted indicating that every effort was put forth in an attempt to comply with them.
  8. Promotions from elementary to middle school or middle school to the high school shall be determined by the sending building Principal based upon credits earned/academic level achieved. A single failure will not necessarily require a recommendation for retention.
  9. Though retention may be used at all grade levels, it is recommended that adjustments in a student's placement be made as early as possible.

### Middle School

Making the determination of students being retained or promoted in the District's Middle School(s):

We feel that education is to be centered on the betterment of the student so that he/she might grow in competence and awareness of the society around them.

**Mason County Central School District**

## **Section 7000 – Instructional Program**

7600-R Promotion and Retention

7600-R-3

With this in mind, the following procedures are in effect to insure acquired competency at the middle school level:

- a. Middle school students are expected to make proper progress towards grade advancement in order to be promoted with their class. Current expectations will be published annually in the student handbook.
- b. Students who are retained for a second year will be reviewed on an individual basis.

### High School

1. Senior high students are expected to make proper progress towards meeting graduation requirements in order to be promoted with their class.=
2. Potential failure of high school students should be called to the attention of both student and parent(s)/guardian(s) by mid-semester and an effort made to confer with the parent(s)/guardian(s) concerning the potential failure.
3. No student shall participate in commencement that has not completed all requirements for graduation.
4. Academic Diploma - students obtaining the requirements will be issued an academic diploma.

## **Section 7000 – Instructional Program**

7610 Make-up Opportunities (Cf. 8350)

7610

All teachers shall supply make-up work assignments when requested by the student or parent(s)/guardian(s).

The administration shall reserve the right to determine whether credit will be granted for make-up work resulting from unexcused absences or absences due to suspension or expulsion. After consultation with the appropriate teachers, the building Principal shall make such a determination subject to possible review by the Superintendent.

Approved: February 22, 2010

## Section 7000 – Instructional Program

7630 Graduation Requirements

7630

The Board may adopt graduation requirements beyond the minimums set forth by the State Board of Education.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282; *Immediato by Immediato v. Rye Neck School Dist.*, 873 F.Supp. 846 (S.D.N.Y. 1995), aff'd 73 F.3d 454 (2d Cir. 1996), cert. Denied, 117 S.Ct. 60 (1996)<sup>5</sup>

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<sup>5</sup> This case affirmed the right of a school District to include “mandatory community service” in the curriculum as a condition of graduation. The 2<sup>nd</sup> Circuit’s decision took into account the fact that school Districts should expect some parents to challenge school programs that, they feel, may intrude on their 14<sup>th</sup> Amendment rights. Alternatively, school Districts can avoid such challenges by simply providing an excusal provision for parents that offer “value-based” objections to programs such as mandatory community service.

## **Section 7000 – Instructional Program**

7630-R Graduation Requirements

7630-R

The District's graduation requirements shall be published in all student handbooks.

## **Section 7000 – Instructional Program**

### 7640 Transfer of Credit

7640

Schools of the District shall accept as transfer credit coursework successfully completed at a school accredited by the North Central Association of Schools and Colleges, the Michigan Association of Non-Public Schools, the Independent Schools Association of the Central States, or recognized state or regional accrediting agency of comparable standards, or coursework successfully completed at an accredited post-secondary institution.

In core academic disciplines, particularly disciplines like mathematics which are sequential in nature, the school administration may make use of transcripts, grades, previous teacher recommendations, textbook used, course descriptions, standardized tests, and/or a placement or proficiency test to recommend or determine course placement for a transferring student.

No credit will be granted for work done at another institution that the student substantially repeats by taking an equivalent class within the District.

#### Transfer from Home Schooling or Other Institutions

Decisions regarding acceptance of credit or grade level placement of students transferring from a home school or a school not meeting the standards of the major regional accrediting agencies listed above shall be made by school officials based on appropriate testing and/or review of home school work and curricula. Additionally, school officials shall consult with the parent(s)/guardian(s), as well as interview the student, prior to making a decision.

In core academic disciplines, transfer of credit from a home school or institution, which is not accredited or accredited by an agency not meeting the above standards, may be contingent on the student demonstrating proficiency in the material through successful completion of a comprehensive final exam and/or other culminating exercise.

## **Section 7000 – Instructional Program**

7640 Transfer of Credit

7640-2

Successful completion of a higher-level course in a sequential discipline may also be used to establish proficiency.

Transfer of credit in a non-core area may be accorded when the course is in line with the program of study in the District and is consistent with the content and expectations of similar District courses.

The student's subsequent grade placement and the decision to deny credits may be appealed to the Board by the student or his/her parent(s)/guardian(s) after appealing first to the Principal and then to the Superintendent.

The Superintendent shall establish rules and guidelines for the application of this policy in conjunction with building administrators and academic departments.

Approved: February 22, 2010

## Section 7000 – Instructional Program

### 7642 Alternative Credit Options

7642

In addition to regular classroom-based instruction, students may earn credit through the following means.

#### Correspondence Courses

High school students may earn, through correspondence, a maximum of three (3) units of academic credit to be applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the Principal/designee shall be obtained before the course is taken, and an official record of the final grade must be received by the school before a diploma may be issued to the student. Under ordinary circumstances, students or their parent(s)/guardian(s) shall pay for approved correspondence courses the student chooses to take.

#### Virtual/Online Courses

High school students may also earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board, such as but not limited to the Michigan Virtual High School. Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered through the high school,
  2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict,
  3. The course will serve as a supplement to extended homebound instruction,
  4. The student has been expelled from the regular high school setting, but educational services are to be continued, or

## Section 7000 – Instructional Program

7642 Alternative Credit Options

7642-2

5. The Principal, with agreement from the student's teachers and parent(s)/guardian(s), determined the student requires a differentiated or accelerated learning environment.
6. As needed for credit recovery from a failed required class.

Students taking such courses must be enrolled in the District and take the courses during a time and at a site approved by the Board.

As determined by school/council policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The tuition fee for an approved virtual course shall be borne by the District for students enrolled full-time.

Through its policies and/or supervision plan, the District shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

Approved: February 22, 2010

## **Section 7000 – Instructional Program**

7645 Advanced College Placement

7645

Students who are accepted for university or college entrance prior to completing all high school graduation requirements may be granted a high school diploma if the following conditions are met:

1. Requests are made to the Board in advance for a waiver of completion of high school graduation requirements,
2. Approval by the Board of the waiver upon recommendation of the Superintendent,
3. Satisfactory completion of all state requirements for graduation at the high school or at the college/university or other institution approved by the Board,
4. Satisfactory completion of sufficient college courses which may be substituted for required or elective courses for which high school credit shall be given in order to meet the high school graduation requirements, and
5. Satisfactory completion of a minimum of 11 trimesters of high school.

The diploma shall not be granted until all of the above conditions have been met. The Superintendent shall be responsible for developing procedures and criteria to implement this policy.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1282

## **Section 7000 – Instructional Program**

7648 Dual Enrollment and Credit

7648

### Dual Enrollment

This shall apply to students who are classified as 11<sup>th</sup> or 12<sup>th</sup> graders and who have fully qualified for a state endorsement in all subject areas tested under the Michigan Merit Exam or with qualifying scores on the ACT.

### Dual Credit

Students successfully completing the requirements of a course offered by a Michigan post-secondary institution may receive high school credit providing all guidelines have been met.

### Notice

Eligible students shall be provided with notice of opportunity.

The Superintendent shall develop appropriate administrative procedures to deal with requests for dual enrollment.

Approved: February 22, 2010  
LEGAL REF: MCL 388.513, 388.514, 388.1621b

## **Section 7000 – Instructional Program**

7650 Testing Program (Cf. 8940 *et seq.*)

7650

There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program shall be supplemented by such individual tests as the need of the educational program and the District would seem to indicate. This program shall be coordinated by the Superintendent from Kindergarten through grade 12 in order to provide continuity in the total program.

### Test Selection and Adoption (Cf. 8940 *et seq.*)

Psychological and guidance oriented tests may be selected for use in the District upon recommendation of the guidance counselor and building Principal and approved by the Board. The use of personality-measuring tests will be used with great discretion.

### Test Administration (Cf. 8940 *et seq.*)

Each building Principal in cooperation with the guidance staff shall schedule individual and group testing at times, which will not disrupt the educational decorum of the school.

### Use and Dissemination of Test Results (Cf. 8940 *et seq.*)

Under no circumstances will the results of any individual or group test as defined in these policies be given to unauthorized people. When interpreting individual or group test results, staff members shall use great care so as not to identify any individual.

Generalized results of mass testing may be given to parent(s)/guardian(s) and other authorized persons in the form of a report if adequate interpretation of said results accompanies the report. No report shall be given to any person without prior approval of the Superintendent. Procedure in such matters is defined in these policies, generally.

## Section 7000 – Instructional Program

7650 Testing Program

7650-2

All test results must be filed in a secure place not available to unauthorized individuals.

### Student Assessment

Each school improvement plan shall provide for student assessment methods that use a variety of criteria-based strategies, including at least: Written examinations, oral examinations, alternative questions, demonstrations, writing exercises, individual projects, group projects, performances, student portfolios, and samples of student's best works.

### Testing Out

A student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than a B for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass" and shall not be used in computations of grade point average. Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation.

The high school Principal shall establish rules for implementing this policy in cooperation with the Superintendent, and shall be responsible for ensuring that all high school courses include one or more appropriate comprehensive exam(s) or other assessment.

Approved: February 22, 2010

LEGAL REF: MCL 380.1172; 380.1204a; 380.1278; 380.1279; 380.1279b; 380.1279c;  
R 340.1101-1107; OAG, 1983-1984, No 6148, p 107 (April 15, 1983)

## **Section 7000 – Instructional Program**

7650-R Testing Program (Cf. 8940 *et seq.*)

7650-R

### Testing Selection and Adoption

The counseling staff may use tests other than those purchased and approved for use in the District if requested by individual students. Costs of administering such tests are to be borne by the student.

### Use and Dissemination of Test Results (Cf. 8940 *et seq.*)

The custodian of student records is responsible for safekeeping all test results.

### Standardized Tests

The counseling staff shall analyze all standardized tests used in the District relative to:

- a. The population represented by the norms or comparison groups,
- b. The specific use or uses of such tests and how these standards compare to the District's goals, and
- c. Available alternatives to such tests.

## **Section 7000 – Instructional Program**

7655 Community Service

7655

The Board encourages students to take an active role in the community through service projects and participation in community events.

Approved: February 22, 2010

LEGAL REF: MCL 380.1172; 380.1204a; 380.1278; 380.1279; 380.1279b; 380.1279c; 380.1282; R 340.1101-1107; OAG, 1983-1984, No 6148, p 107 (April 15, 1983)

## **Section 7000 – Instructional Program**

7700 Evaluation of Instructional Program (Cf. 7650)

7700

The evaluation of the curriculum and related services of the District is an on-going process. The Superintendent shall develop guidelines by which the instructional staff will evaluate the instructional program or parts thereof on an annual basis.

Approved: February 22, 2010

LEGAL REF: MCL 380.1282

## **Section 7000 – Instructional Program**

7700-R Evaluation of Instructional Program (Cf. 7650)

7700-R

The Superintendent may establish, on an ad hoc basis, special curriculum committees to study the District's instructional program or any part thereof. The Superintendent may request a report from such committee, which shall include the committee's recommendations for any proposed changes, modifications, or elimination of any part of the instructional program. The Superintendent will submit the report together with his/her recommendation to the Board for approval, modification, or disapproval at a regular or special meeting of the Board. The use of personnel other than the District's instructional staff to evaluate the curriculum is authorized as outlined elsewhere in these policies and rules.

Any costs incurred by curriculum committees shall be borne by the District.

## **Section 7000 – Instructional Program**

7760 Controversial Issues

7760

Good teaching techniques provide that adequate preparation on the part of student and teacher take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facets, and questions of any controversial subject are thoroughly studied. Teachers should be aware that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1507

## **Section 7000 – Instructional Program**

7770 Teaching about Religion

7770

Teachers may teach about religion, religious literature, and history but are prohibited from teaching, expounding, criticizing, or ridiculing a particular religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to teach a particular religious doctrine or in any other way except as outlined above.

Approved: February 22, 2010  
LEGAL REF: MCL 380.1217

## **Section 7000 – Instructional Program**

7800 School Ceremonies and Observances (Cf. 7770)

7800

### Opening Exercises

Classrooms may open the school day with appropriate exercises. Such may include the pledge to the flag, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. A student who expresses a religious objection to repeating the pledge to the flag shall not be required to participate. However, such students shall not cause a disturbance or interfere with the participation of others.

### Recognition of Religious Beliefs and Customs

Employees of the District shall neither promote nor disparage any religious belief or non-belief. The Board encourages all students and staff members to appreciate and to be tolerant of each other's religious views. The Board shall utilize its authority to foster understanding and mutual respect among students and parent(s)/guardian(s), whether it involves race, culture, economic background, or religious belief. Students and staff members may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

The Board, through its instructional program, shall attempt to advance all student's knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization.

### Federal Requirements

As required by the No Child Left Behind Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parent(s)/guardian(s), and students are made aware of the parameters of acceptable religious speech and actions.

## Section 7000 – Instructional Program

7800 School Ceremonies and Observances (Cf. 7770)

7800-2

The Superintendent will also distribute guidelines to each school concerning religion in the schools, after the guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

In accordance with federal law<sup>6</sup>, the District shall offer an educational program(s) each year on Constitution Day to commemorate the September 17, 1787 signing of the United States Constitution.<sup>7</sup> The Superintendent shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event to the history of the United States of America.

Approved: February 22, 2010

LEGAL REF: MCL 380.1175; 380.1217; *Lee v. Weisman*, 112 S. Ct. 2649 (1992); NCLB; Section 111 of Division J of Public Law 108-447 (2004).

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<sup>6</sup> Section 111 of Division J of Public Law 108-447

<sup>7</sup> Constitution Day shall be held on September 17<sup>th</sup> of each year. However, if September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

## Section 7000 – Instructional Program

7800-R School Ceremonies and Observances (Cf. 7770)

7800-R

Through special ceremonies or through the instructional program, building administrators may arrange for proper commemoration of special days in the schools, including but not limited to:

Constitution Day (September 17); Columbus Day (Second Monday in October); Veteran's Day (November 11); Martin Luther King's Birthday (3rd Monday in January); Lincoln's Birthday (February 12); and Washington's Birthday (3rd Monday in February).

### Observance of Constitution Day

The District shall offer a Constitution Day program(s) each September 17 to commemorate the signing of the United States Constitution.<sup>8</sup> The following are examples of acceptable Constitution Day programs:

- An assembly for all grades in the school featuring a speaker from local, state, or federal government to discuss the importance of the signing of the U.S. Constitution,
- An art or essay contest centering on the signing of the U.S. Constitution,
- A special program focusing on the signing of the U.S. Constitution broadcasted over an educational T.V. channel district-wide,
- Hallway bulletin board displays stressing the observance of the signing of the U.S. Constitution, or
- Classroom skits or mini-plays featuring students who represent the original signers of the Constitution and who give a brief biography of the person whom they represent.

The Superintendent may authorize the formulation of a Constitution Day Planning Committee to assist the Superintendent in choosing an appropriate Constitution Day program for the District.

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<sup>8</sup> Constitution Day shall be held on September 17<sup>th</sup> of each year. However, if September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

## **Section 7000 – Instructional Program**

7800-R School Ceremonies and Observances (Cf. 7770)

7800-R-2

The Superintendent may appoint a member of the administrative staff to organize the Constitution Day Planning Committee. The Committee may include students, teachers, and administrators. The primary duties of the Committee will be to formulate suggestions for a District Constitution Day program and/or suggestions for individual school or classroom observances, which shall be presented to the Superintendent.

### Observance of Religious Holidays

The practice of the District shall be as follows:

The several holidays throughout the year that have a religious and secular basis may be observed in the public schools.

The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, Menorah, crescent, Star of David, crèche, symbol of Native America or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are Christmas, Easter, Passover, Hanukkah, and St. Valentine's Day, St. Patrick's Day, Thanksgiving, and Halloween.

The District's calendar, through the collective bargaining process, may be prepared to minimize conflicts with religious holidays of all faiths.

### Religion in the Curriculum

It is essential that teaching about, and not of, religion be conducted in a factual, objective, and respectful manner. Therefore, the practice of the District shall be as follows:

## **Section 7000 – Instructional Program**

7800-R School Ceremonies and Observances (Cf. 7770)

7800-R-3

The Board supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities if it is intrinsic to the learning experience in the various fields of study and is presented objectively.

The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced thorough study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student-initiated expressions to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme, shall be accommodated. Students are free to express religious belief or non-belief in composition, art forms, music, and speech.

### Dissemination of Religious Materials

Materials that have a religious content may be made available to students during non-instructional time. The District shall impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

### Dedications and Commencement

Traditions are a cherished part of the community life and the District expresses an interest in maintaining those traditions, which have had significance to the community. While recognizing the significance of traditions, the Board recognizes that its dedication ceremonies and commencement exercises must be secular in nature. Inspirational addresses, which do not promote religion, may be permitted at such ceremonies.

Because the baccalaureate service is traditionally religious in nature, it, if held, shall be sponsored by agencies separate from the District. School initiated invocations and benediction, inherent in commencement (graduation) ceremonies, are not allowed under current law.

### Federally Required Guidelines

Students have the following rights pursuant to federal law:

## **Section 7000 – Instructional Program**

7800-R School Ceremonies and Observances (Cf. 7770)

7800-R-4

- To engage in private, non-disruptive activity such as prayer or bible reading while at school,
- To participate in before or after school events that has a religious content,
- To study about religion when appropriate to the curriculum,
- To produce written expressions of religious beliefs in home work, art work, and other assignments,
- To distribute in a non disruptive manner, subject to reasonable restrictions as to time, place, and manner, religious literature,
- To be excused for religious reasons from participation in school programs or activities,
- To be granted release time to attend religious events,
- To wear clothing that includes a non disruptive religious theme or message,
- To be given access to school media to announce religious events in the same manner as other organizations, and/or
- To be granted access to school facilities for religious activities in the same manner as other organizations.

## **Section 7000 – Instructional Program**

7840 Substitute Teaching (Cf. 5685)

7840

The administrative staff shall secure qualified substitute teachers for use in the District.

The Board shall establish the rate of pay for substitute teachers as necessary upon the recommendation of the Superintendent.

Approved: February 22, 2010

LEGAL REF: OAG, 1985-1986, No 6360, p 283 (May 13, 1986)

## **Section 7000 – Instructional Program**

7840-R Substitute Teaching

7840-R

The Superintendent shall be responsible for developing a substitute's guidelines to be given to the prospective substitutes. The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all attendance centers of the District, maps of the school District and of each attendance center school building, a current copy of the school calendar, a copy of the Board's educational philosophy, hints on working with students, a statement of expectations the District has for those who substitute (similar to those expected of regular teaching staff), a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, emergency lesson plans for the subjects in which they are most likely to substitute in case the situation arises that lesson plans are not available. Such preparations should also include a set of prepared questions probing the meaning of the material presented to ensure that student learning takes place.

At the end of each pay period, each Principal shall file a detailed report with the Superintendent regarding the substitutes used by such Principal in the building during such pay period.

## **Section 7000 – Instructional Program**

7880 Flag Displays

7880

Each school building, in accordance with law, shall display the United States flag each day that the building is open for students. The flag shall be flown outside of the building according to accepted display procedures. All classrooms shall display the United States flag in a prominent place. The display of the Michigan flag is optional.

Approved: February 22, 2010

LEGAL REF: MCL 380.1347

## **Section 7000 – Instructional Program**

7880-R Flag Displays

7880-R

Principals shall assume the responsibility for raising and taking down the flag at their buildings. Such responsibility may be assigned to the custodian, a school organization such as the student council, or organizations such as boy or girl scouts. If assigned to student organizations, either within or outside the school, the Principal or person designated by him/her shall assume the responsibility to see that the flag is cared for regularly and properly.

## **Section 7000 – Instructional Program**

7900 School Improvement

7900

The Board supports building level school improvement processes and projects for attaining higher educational achievement levels for the District's students.

### School Improvement Philosophy

It is the belief of the Board of Education that our District is providing a sound basic education for its students and is meeting the educational needs of those with varying abilities and interests.

The Board further believes that its professional staff is dedicated to the task of educating young people and is committed to encouraging these young people to attain excellence in their classroom work and in all other undertakings within the school setting.

The Board recognizes that a school District must continuously make every effort to improve the educational opportunities offered to its students and must set standards which will challenge each student to reach his/her potential.

The Board recognizes its responsibility to include parents and the local community in the decision making process concerning their schools. The Board, therefore, is committed to the involvement of citizens, staff, and students in examining the various recommendations and in helping to determine the extent to which they should be implemented in the school system.

### School Improvement Committees

The Board authorizes the formation of building level school improvement committees at each school within the District as well as a District School Improvement Team.

Each local school improvement committee shall be comprised of a number of persons as each school improvement committee determines but should include at least one Board member, appointed by the Board, the building administrator, one teacher representative of the recognized bargaining unit, one member of the school's support staff, and at least one parent/guardian of a current student of the building.

## Section 7000 – Instructional Program

7900 School Improvement

7900-2

The Superintendent shall be an *ex officio* member of each local school improvement committee. A District-wide school improvement project committee shall be comprised of at least one Board member, a District level administrator, a building level administrator, a representative from each recognized bargaining unit, at least one parent of a current District student, and/or a representative of the non-certified staff.

The purpose of each school improvement committee shall be to establish goals for the school and to oversee the programs and activities leading toward the attainment of those goals. The goals established by the school improvement committee shall be compatible with the District's mission statement and goals established by the Board. The purpose of the District-wide school improvement project committee is to monitor the projects and receive the information about the local school improvement projects and report to the Board what is happening and what are the results.

### Data Collection/Assessment

The Superintendent shall oversee the collection of data to be used in an assessment of the status of the District.

### Meetings

Each local school improvement committee shall meet at least monthly, transcribe minutes of each meeting, and submit the minutes of each meeting to the Board on a regular basis.

### Review

At least twice yearly, each local school improvement committee shall submit to the Board a report detailing the progress toward attainment of its goals.

Individual local school improvement committees may coordinate programs and projects with other schools in the District, other Districts and the intermediate school District.

Approved: February 22, 2010

LEGAL REF: MCL 380.1204a; 380.1233; 380.1277

Mason County Central School District

## **Section 7000 – Instructional Program**

7900-R School Improvement

7900-R

Building level local school improvement committees shall be established, re-established, and/or adjusted annually.

### Committee Membership

The local school improvement committee should have representatives from the following groups as members, in addition to those already listed in Board policy: parent(s)/guardian(s), community members, students and others as the school improvement committee may find necessary to assist it in attaining its goals.

### School Improvement Planning

The Board is committed to school improvement efforts that focus on (1) basic skill development; (2) the characteristics of effective schools; (3) increased student achievement in general; and (4) the enhancement of instructional effectiveness.

The Superintendent, in cooperation with the District's professional staff, is responsible for implementing an annual school improvement planning process, making routine reports to the Board on the progress of each school's improvement plan, and making a recommendation each June to the Board for each succeeding year's plans.

Safe and Orderly Environment - the school must be safe, orderly and conducive to learning. Students must know what is expected of them academically and behaviorally. The school climate is business-like but not rigid.

Clear School Mission - There is a strong sense of academic mission. The school identifies objectives that ensure that all students learn basic school skills. The school's goals and objectives are clear to all concerned. School actions and activities support the academic focus. The academic focus is further enhanced when the school identifies grade level objectives and standards.

Instructional Leadership - The Principal who functions as an educational leader will be primarily concerned about matters that deal directly with instruction. The Principal will set the tone for conveying high expectations to staff and students.

## Section 7000 – Instructional Program

7900-R School Improvement

7900-R-2

High academic standards will be the focus of the Principal's attention.

High Expectations - The school holds high expectations when it believes that all students can learn. The school must convey high expectations through its policies and practices. Students must be recognized for achievements and have a feeling of pride and school spirit.

Opportunity to Learn and Student Time on Task - Academic engagement is correlated with improved pupil achievement. Allocated time for instruction should be given top priority when establishing school goals. Within the allocated time, teachers must efficiently see that students are actively participating in the learning process with minimal interruptions. The teaching staff will use effective teacher research as a means of improving classroom learning.

Frequent Monitoring of Student Progress - Monitoring student progress can be accomplished through a variety of means. Formative and summative tests may be used by the individual teachers as well as school or system-wide standardized tests. It is desirable in planning a testing program to use both criterion and norm referenced measures. The goal is that Principals, teachers and students can document achievement of designated objectives in order to plan appropriate actions for improvement.

Home/School Relations - The school can develop support by effectively communicating with parents/guardians so that they understand what the school is doing to help their children. Parents/Guardians should be informed about, and partners in, the goals, priorities, and objectives of the school, as well as the instructional process of the school.

### Data Collection/Assessment

The data collected by the District in order to assist each local school improvement committee may include, but not be limited to: student standardized test scores, dropout rates, student/staff ratios, grade point averages, demographic and societal data, career/employment data, vandalism, student attendance rates, student discipline, and others as the committee may need.

## **Section 7000 – Instructional Program**

7900-R School Improvement

7900-R-3

The collection of the data should involve input from parent(s)/guardian(s), staff, students, and other community members. Confidentiality regarding personally identifiable information shall be maintained at all times by all members of the local school improvement committee.

### Review

The local school improvement committee's review process with the Board should include discussion of the progress and attainment toward goals, financial and business issues, student performance outcomes, scheduling of classes, maintenance of facilities, school calendars, staffing needs, staff evaluation, teaching methods, pilot projects, curriculum and textbook review, organizational structures, and others as may be necessary for the Board's information.

## **Section 7000 – Instructional Program**

7950 Schools of Choice

7950

Should the District elect to participate in "Schools of Choice" the Superintendent shall cause to be published, for general public consumption, a notice of the grades, schools, special programs and the number of slots available in each, not later than the second Friday in August. District participation in "Schools of Choice," if any, shall not be in conflict with law or Michigan State Department of Education rules and regulations.

Approved: February 22, 2010  
LEGAL REF: MCL 388.1705, 1705c