

Secondary Education Memorandum 1

To: Middle and High School Principals
From: Matt Haas
Date: September 14, 2009
Re: Program of Studies

The Albemarle County Public Schools *Program of Studies* for high school credit is reviewed annually by school and central office staff. We review and revise the program to be sure that we are in compliance with the *Virginia Standards for Accrediting Public Schools*. Simultaneously, we strive for continuous improvement of our program to fulfill our mission and strategic goals as a school division.

Your participation as well as the participation of school guidance staff, teachers, administrators, students, and parents, is ideal in this process. As we make our way through the current revision, we are looking at a few key changes...

1. The creation of a grade 6 through 12 program guide along with a change in format to accommodate this change.
2. The addition of a technical diploma option for the advanced and standard diploma.
3. The additional graduation requirement of a one-credit course in economics and personal finance for all students.
4. The increase to 26 credits for an advanced studies diploma.
5. The requirement for all students, beginning in middle school, to have an academic and career plan.

In addition to these changes, I would like to see about moving to a paper document that is printed every three years while creating a user-friendly and more easily updated web-based program of studies for high school credit courses.

Please read the following set of meeting dates, times, topics, and participants. I have tried to combine some of the meetings with meetings you may have already had on the books. I will also contact you through e-mail to request participants for these meetings, but I figured this memo would give you advanced notice as well.

Re-Designing the Program Format: This team will brainstorm new ways to present the program in terms of ease and engagement of use and public relations.

Participants: Three high school counselors (not directors), one middle school counselor, one high school administrator, one middle school administrator, Nadyia Horning, Chad Ratliffe, and Maury Brown.

Dates & Times:

9/21, 28, and 10/5 @ 12:30

Course Proposal, Change, and Elimination Review Meeting: This team will meet to review all forms submitted and decide on their inclusion in the program.

Participants: High School and CATEC Principals, High School Guidance Directors, and Assistant Principals for Master Scheduling.

Dates & Times:

October 2 @ 10:30

School Fee Information Collection: I will be sending out the school fee spreadsheet for 2009-10 and asking for revisions to be submitted prior to October 12, 2009.

Date:

September 14

Elementary, Middle and High School Principal Focus Meetings: Some of this process will be conducted during currently scheduled middle and high school principal meetings. I will be seeking input regarding positives, negatives, and ideas for change for the program guide.

Participants: Elementary, Middle, and High School Principals

Dates & Times:

High School 9/23 @ 10:30

Middle School 9/30 @ 12:30

Elementary 10/6 @ 8:00 AM

Middle and High School 10/7 @ 8:00 AM

Counselor and Counseling Director Meetings: Some of this process will be conducted during currently scheduled meetings. I will be seeking input regarding positives, negatives, and ideas for change for the program guide.

Participants: Elementary, Middle, and High School Counselors, and Counseling Directors

Dates & Times:

High School Counseling Directors 9/21 & 10/19 @ 8:30 AM

Elementary Counselors 9/24 @ 8:00 AM

Middle School Counselors 10/12 @ 8:30 AM

Stakeholder Focus Group Meetings: I will be seeking input regarding positives, negatives, and ideas for change for the program guide.

Participants: Teachers, Students, Parents, Assistant Principals, and Database Administrators

Dates & Times:

I will invite three mixed groups on...

9/28, 9/30, and 10/12 @ 6:00 PM

I thank you in advance for participating in this process and encouraging stakeholder participation. I think that we have great programs at all of our schools along with very well qualified and motivated staff. Our program reflects these strengths, and the program format will highlight them as well.