

CHAPTER 4: CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10+

- I. The system curriculum shall be determined by
 - A. Students' need and interest as determined by studies and surveys;
 - B. Regular evaluation of curriculum effectiveness;
 - C. Alabama statutes, State Board of Education rules, and the Board of Education.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate an appropriate staff member who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause to be for all grade levels to be developed and regularly updated a program of instruction for all grade levels.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non- partisan basis.
- VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.
- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All Instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.

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- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.
- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

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16-12-3, 16-12-5, 16-12-8, 16-12-9, 16-13-231,
16-35-1, 16-35-3, 16-35-5, 16-40-1, 16-40-1.1
16-40-8, 16-40A-2, 3, 16-41-1-2,3,6, 16-41-8
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FORMERLY: IA, IAA, DA, EA, DDB, IDG, JBA, JBCCB**

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TITLE I PROGRAM	4.10.1
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- I. It is the intent of the Board to meet Title I comparability requirements as established in guidelines of the State Department of Education. Accordingly, there shall be equivalence among schools in the provisions of personnel as well as curriculum materials and instructional supplies.
- II. A system-wide salary schedule has been adopted and implemented. Teachers who are paid from Title I funds are employees of the Board and thus subject to the provisions of the schedule.
- III. The Superintendent or designee shall prepare and file with the State Department of Education a written assurance that the comparability requirement has been met.

STATUTORY AUTHORITY:
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FORMERLY: AGB

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SPECIAL EDUCATION

4.11+

The Board will provide educational and related services to exceptional students, encompassing any child who requires special instructions or related services to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality, as determined by a multidisciplinary team which reviews psychological, emotional, and/or physical evaluation results provided by qualified specialist. Exceptional students include students with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairment, (including blindness), emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairments, or specific learning disabilities and students who are classified as gifted.

- I. Upon recommendation of the Superintendent, the board shall annually adopt a plan for the provision of education programs for all students with disabilities and gifted students.
- II. The annual plan for special programs and procedures for exceptional students including: screening procedures, procedure, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.
- III. The special student education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

STATUTORY AUTHORITY:

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16-8-8, 16-11-9, 16-13-231,
16-39-1-6, 8-10, 16-39-31, IDEA**

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FORMERLY: IDDF, IDDC**

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DROP OUT PREVENTION PROGRAM

4.12+

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Plan for at-risk students.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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FORMERLY: NEW**

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HOMEWORK ASSIGNMENTS

4.13

- I. Homework, when assigned, shall
 - A. Be thoroughly explained to students;
 - B. Be reasonable in length of time for completion of the assignment;
 - C. Be relevant to the skills/material being taught.
- II. In a departmentalized situation, teachers in all given subject areas shall work together in assigning homework to students to ensure that the student has time to complete all assignments.

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FORMERLY: IHB, JFEA

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SUMMER PROGRAMS

4.14

- I. The School Board authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).

- II. Summer program requirements and expended school year services shall be developed by the Superintendent and approved by the School Board.

STATUTORY AUTHORITY:
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SUPPLEMENTAL SCHOOL DONATIONS

4.15

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of students, donations, and fees may be solicited from students and parents with such donations and fees to be known as “School Supplemental Instructional Donations and Fees,” provided that any such solicitation has prior approval of the Superintendent.

- I. Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation or pay a fee.
- II. Any donations or fees received under the provisions of this policy shall be used or spent only for the items listed in the written request approved by the Superintendent.
- III. The Superintendent shall keep the board apprised of such requests.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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16-8-8, 16-11-9, 16-11-26, 16-13-13

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FORMERLY: NEW

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STUDENT FEES, FINES, AND CHARGES

4.16

- I. The Board shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent/guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.
- II. Fees may only be charged in courses which are not required for graduation. Such fees will be waived for students who cannot afford the fee.

STATUTORY AUTHORITY:

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CODE OF ALABAMA 16-1-30

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16-13-13, 16-36-69, 16-39-3

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FORMERLY: JHA, JHAD, JS, JHAA, IFAB

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DUAL ENROLLMENT

4.17

The Board authorizes establishment of dual enrollment programs that allow certain students to enroll in post-secondary institutions to dually earn credits for a high school diploma and/or a post-secondary degree at both the high school and participating post-secondary levels. The dual enrollment program is open to all students in accordance with the following requirements:

I. Eligible Students

- A. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9-12.
- B. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.0 on a 4.0 scale or 80 on 100 point scale.
- C. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior written approval of the appropriate principal or career and technical education program representative and counselor.

II. Placement and Pre-Requisites

- A. All dually enrolled students must take a state-approved college placement assessment, where minimum placement is required, specifically for college-level English, math, or reading courses. Students in the 10th and 11th grade registering for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement assessment prior to registering for dual enrollment courses for the 12th grade year.
- B. Students must meet all applicable pre-requisites prior to enrolling in courses.

III. Course Offerings and Credits

- A. In accordance with AAC Rule #290-3-1-02; One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional action is required to include a literature component.

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- B. Developmental courses (those numbered below (100) are not offered through dual enrollment.
- IV. Parent Participation
- A. Parent shall provide parental permission and transportation for students who wish to be in off campus dual enrollment programs. Parents assume responsibility of their child while traveling to and from college.
 - B. Parents of students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies (such as tools, equipment, internet, computer but not limited to such) as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Dual Enrollment scholarship funds may be provided for required items that are listed in the college course syllabus.
 - C. Parents assume responsibility of their child when college classes are in or not in session.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
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CODE OF ALABAMA
AAC RULE #290-3-1-02

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CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20*+

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
 - A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - C. The proposed budget will be consistent with the plans developed for the school and system.
 - D. The proposed budget will be submitted for approval by the teachers at each school.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Funds should be made available to each teacher before the first of December. Unused funds will revert to the system or state.

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16-36-61, 16-36-62, 16-38-68
16-36-69, 16-36-70, 16-39-3**

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FORMERLY: DM, IFAA**

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INSTRUCTIONAL MATERIALS MANAGEMENT

4.21+

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials.

STATUTORY AUTHORITY:

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ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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16-36-35, 16-36-37, 16-36-38,
16-36-39, 16-36-70**

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FORMERLY: IFA-R, IFAB, IFA, IFBG, IFBGB

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LIBRARY ENHANCEMENT MATERIALS SELECTION

4.22

I. Objectives of Selection

The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.

II. Criteria for Selection

A. The Standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.

B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.

C. Media, e.g., films, videotapes, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum will determine the need for use of media.

III. Funds shall be spent in accordance with the budget adopted for Classroom Instructional Support Funds.

**STATUTORY AUTHORITY:
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**CODE OF ALABAMA 16-1-30
16-1-8 16-8-8, 16-11-9
16-11-23, 16-21-1- TO 3**

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FORMERLY: IFBEC, IFAC**

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CHALLENGED MATERIALS

4.30

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

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for school-level reviews:
 - A. A committee of teachers, educational media specialist, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections raised.
 - D. The complainant shall be informed in writing concerning the committee's recommendations
- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
 - A. A committee of teachers, educational media specialist, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated

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- B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
- C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- D. The committee's recommendations shall be submitted to the Superintendent.
- E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
- F. An appeal to the School Board may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

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FORMERLY: IFBE

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CONTROVERSIAL ISSUES

4.31

The Board recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on how to think rather than what to think.
- III. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. Teachers shall teach pupils the principals and techniques of the scientific methods and shall provide opportunities for practice in applying established facts to specific problems.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall see to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
- IX. Teachers shall encourage the suspension of judgement and conclusion until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

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PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

- I. Request for any school group or organization to make a public appearance shall be directed to the principal for approval.
- II. The parent/guardian shall be notified prior to any public appearance. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance and should be in the possession of the School Board employee in charge of the public appearance. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

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FORMERLY: JHE

CHAPTER 4: CURRICULUM AND INSTRUCTION

FIELD TRIPS

4.43+

Only trips which are directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the School Board. A field trip will be approved by the Superintendent or his/her designee only when related to the instructional program of the school and for which a lesson plan has been developed. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- I. A field trip for one (1) calendar day shall be limited to within the State of Alabama unless otherwise approved by the School Board. All overnight and/or out of state travel must be approved by the School Board.
- II. Transportation costs of field trips shall be paid from the school's base budget or from internal accounts or from money collected for that purpose. Educational field trips shall not be of a prohibitive cost to the students.
- III. The parent/guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the estimated time of return to the school. Any student making a trip shall present a note from his/her parent/guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the School Board employee in charge of the field trip. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

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FORMERLY: JSA

CHAPTER 4: CURRICULUM AND INSTRUCTION

SCHOOL FUNCTIONS

4.44

- I. Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling.

Faculty members shall be encouraged to attend social functions.

- II. All school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional School Board employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

STATUTORY AUTHORITY:

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FORMERLY: JH. IDE, IEBAD

CHAPTER 4: CURRICULUM AND INSTRUCTION

BAND ACTIVITIES

4.46

Band instruction shall be a component of the system curriculum. Any school band shall observe the following rules:

- I. Saturday and Sunday performances shall be limited to those approved by the principal.
- II. There shall not be more than one (1) band appearance on a night preceding a school day during any (1) week without prior approval of the principal.
- III. Uniformed band appearances shall cease on the closing day for any school year except by special permission of the School Board.

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FORMERLY: JHCAE

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STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All student clubs and organizations shall be approved by the principals before they can operate within a school
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria which has been approved by the principal.
 - B. The character and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on School Board property, unless waived upon the faculty sponsor's request and principal's approval of special meeting and events.
 - F. A faculty sponsor shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, School Board rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- IV. Secret societies, social club, fraternities, or any similar organizations are prohibited.

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16-1-23, 16-11-9

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THIS POLICY WAS REVIEWED AND ACCEPTED AS WRITTEN, BOARD MEETING OCTOBER 12, 2017
THIS POLICY WAS REVIEWED AND ACCEPTED AS WRITTEN, BOARD MEETING DECEMBER 10, 2020

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STUDENT PUBLICATIONS

4.51

The school principal may approve establishment of a school newspaper or magazine for students.

- I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.
- II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

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FORMERLY: JHCH, JHCC

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ASSEMENT PROGRAM

4.60+

- I. The system shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education and federal guidelines. All schools will participate in the state assessment program designed to measure annual student learning and school performance as required by State and federal law.
- II. The system will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs, students served through Section 504, and for students who have limited English proficiency.
- III. Test results shall be treated with confidentiality.

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16-8-8, 16-11-9, IDEA, ADA, SECTION 504

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TEST SECURITY

4.61

All mandatory tests administered by or through the State Board of Education and system administered standardized tests shall be secured.

- I. System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
 - A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
 - B. Principals shall be responsible for informing the faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.
- III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

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CODE OF ALABAMA 16-1-30

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: IIB

CHAPTER 4: CURRICULUM AND INSTRUCTION

REPORT CARDS

4.71+

The Superintendent shall develop procedures relating to the content and issuance of student report cards.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA 16-1-30
16-8-8, 16-11-9

ADOPTED: 03/08/07
REVISION DATE(S): 03/08/07
FORMERLY: IHA, JFAA

CHAPTER 4: CURRICULUM AND INSTRUCTION

NON ACCREDITED OR HOME SCHOOLS

4.80

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this system from a non-accredited or home school, the following shall be implemented:

- I. Credit for all elective courses shall be accepted without validation.
- II. Uncontested credit for core courses of English, mathematics, science, and social studies shall be transferred as follows:
 - A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.
 - B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.
 - C. For any initial core the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school.
- III. Contested credit for core courses shall be transferred as follows:

If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.
- IV. In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school's previous semester tests for core courses. All transfer students must pass the Alabama High School Graduation Exam, basic skills testing program and meet all other requirements for graduation.

CHAPTER 4: CURRICULUM AND INSTRUCTION

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-1-30

CODE OF ALABAMA

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: JBCDB, JBCDG

CHAPTER 4: CURRICULUM AND INSTRUCTION

HOMEBOUND INSTRUCTIONS

4.81

Special Education Students

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible special education students. Any student diagnosed as having an exceptional disability as defined by The Alabama Administrative Code, Chapter 290-080-090, Special Programs I, who cannot attend school because of a physical condition must be scheduled to receive instruction according to his/her individualized education program (IEP) within the home.

Section 504 Students

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible Section 504 students. A documented medical condition must prevent the student from attending school.

Regular Students (Non-Special Education)

The Superintendent, approved by the Board, may provide homebound instructional services for regular, non-special education students of the School System.

ELIGIBILITY REQUIREMENTS FOR HOMEBOUND SERVICES

Special Education Students

A home bound placement is a least restrictive environment option, ru2a handicapping condition. Eligibility determination for this type of LRE shall be made based on student's needs and determined by the student's IEP Committee. Placement of a special education student in a homebound setting may not take place until the student's IEP Committee grants approval. A special education student will be provided home bound services when the following criteria and guidelines are met:

1. The parent or guardian of the special education student requests homebound services by completing the School System's Homebound Services Referral Form and submits the completed form to the local school principal. A physician's statement requesting homebound services and noting the reasons for such services must be attached to the completed form.
2. The anticipated absence from school must be at least six (6) weeks as attested to in the physician's request statement (Note: See Temporary Home Instruction for absences of less than six (6) weeks.
3. The student must be currently enrolled in a regular school and/or special education program.

CHAPTER 4: CURRICULUM AND INSTRUCTION

Section 504 Students

A homebound placement is a least restrictive environment option, not a handicapping condition. Eligibility determination for this type of LRE shall be based on student's needs and determined by the student's section 504 team. Placement of a Section 504 student in a homebound setting may not take place until the student's Section 504 Team grants approval. A Section 504 student will be provided homebound services when the following criteria and guidelines are met:

1. The parent or guardian of the Section 504 student requests homebound services by completing the School System's Homebound Services Referral Form and submits the completed form to the local school principal. A physician's statement requesting homebound services and noting the reasons for such services must be attached to the completed form. In making a determination as to whether homebound services are warranted the Section 504 Team will take full consideration to any written recommendation received from the treating physician. **However, a recommendation for homebound services by a treating physician does not guarantee homebound placement.**
2. The anticipated absence from school must be a least nine (9) weeks as attested to in the physician's request statement. (Note: See Temporary Home Instruction for absences of less than nine (9) weeks.)
3. If the Section 504 Team is considering maintaining the student on medical homebound beyond the initial determination of the Section 504 Team, the team may request subsequent written recommendation from the treating physician that provides updated information regarding the physician's recommendations and timeframe for homebound services.
4. The student must be currently enrolled in a regular school and must already have been placed on a Section 504 Plan.

Regular Students (Non-Special Education)

A regular (non-special education student) may be provided homebound services if the following criteria and guidelines are met:

1. The parent or guardian of the student requests homebound services by completing the School System's Homebound Services Referral Form and submits the completed Form to the local school principal. A physician's statement requesting homebound services and noting the reasons for such services must be attached to the completed form.
2. The anticipated absence from school must be at least nine (9) weeks as attested to in the physician's request statement.

CHAPTER 4: CURRICULUM AND INSTRUCTION

3. The student must be currently enrolled in a regular school (non-special education) program.

WEEKLY TIME REQUIREMENTS

Homebound services provided by the Attalla City School System shall fall within the guidelines of state law.

RESPONSIBILITY FOR INSTRUCTIONAL PLANS, ETC.

The homebound teacher(s) or school facilitator, after consultation with the student's classroom teacher(s), is responsible for developing each respective student's homebound instructional plan, including but not limited to the following:

- outlining of assignments,
- preparing and administering any examinations,
- grading assigned work/examinations,
- Meeting with the student's classroom teacher(s) to recommend appropriate grades.

However, the responsibility for assigning grades shall remain with the student's regular classroom teacher after consultation with the homebound teacher or facilitator. Such homebound services will be based on student's needs and determined by the students. Such homebound services will be based on student's needs and determined by the student's Section 504 or IEP Committee.

HOMEBOUND AND STUDENT PREGNANCIES

Pregnancy and the normal recuperative period following delivery does not make a special education, Section 504, or non-special education student eligible for services in a homebound program. A physician may make a written referral for homebound services if there are serious complications during pregnancy or following delivery, which require such students to remain within the home for an expected six-week period.

MENTAL HEALTH CONDITION

In order to consider homebound instruction for students with psychiatric disorders, a mental health professional must be treating the student, and a psychiatrist or clinical psychologist must provide the medical documentation. It should be noted that in some instances when a student is experiencing psychiatric difficulties, homebound instruction may exacerbate the student's problems and would, therefore, not be approved. Other school-based alternatives may be appropriate.

ATTENDANCE ACCOUNTING

All special education, Section 504, and non-special education students formally approved for homebound services as noted above shall be marked present in the attendance register during the entire term of such absence.

CHAPTER 4: CURRICULUM AND INSTRUCTION

Forms to Insert:

Homebound Services Requirements for Students and Parents Form.

Temporary Home Instruction

Homebound Student Referral Form

Homebound Services Referral Form

Physician's Release for Homebound Student

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

NEW: 06/11/15 BOARD MEETING

CHAPTER 4: CURRICULUM AND INSTRUCTION

ATTALLA CITY VIRTUAL ACADEMY

4.82

To allow students an opportunity to participate in a virtual/remote school option for students grades PK-12. Students must apply and be accepted to participate.

1. The Attalla City Board of Education (ACBOE) shall create a virtual pathway or virtual education option that will be offered on a full-time basis for students grades PK-12 with the attendance area served by Attalla City Schools. This program shall be known as the Attalla City Virtual Academy (ACVA).
2. Virtual students must abide by the Attalla City Board of Education policies. Each student and parent/guardian must agree to follow the ACVA Academic Integrity Contract.
3. The Superintendent shall create guidelines for enrollment and participation for students choosing ACVA option, consistent with the Alabama Legislative Act No. 2015-89, and any subsequent legislation or directive provided by the Alabama State Department of Education.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA
ALABAMA ADMINISTRATIVE PROCEDURE ACT

NEW: 06/11/15 BOARD MEETING
REVISED: JULY 11, 2019
ADDENDUM BOARD MEETING JULY 9, 2020

CHAPTER 4: CURRICULUM AND INSTRUCTION

VIRTUAL ACADEMY

4.82

Background

The purpose of the Attalla City Schools Virtual Academy is to provide self-motivated and self-disciplined independent learners with engaging, student-centered courses to meet each student's educational needs in an online environment that will allow flexible, individualized learning.

Law

Alabama Act No. 2015-89 requires that all local school boards offer students in grades 9-12 an online pathway for earning a high school diploma. The law allows each local school board to write their own policies and procedures to accommodate their virtual school needs.

Benefits

- Instruction from certified teachers
- No tuition and minimal fees (parents are responsible for any book cost)
- Accredited diploma upon satisfying all Attalla City Schools graduation requirements
- Flexible and personalized learning experiences
- Individualized academic and career preparation plan
- Self-pacing and opportunity for accelerated advancement
- Early graduation available upon meeting eligibility criteria
- Flexibility to pursue personal interest

Characteristics of Successful Online Learners

- Self-motivated and self-disciplined
- Stay on task without direct supervision
- Like to figure things out without direct assistance (submitting work regularly)
- Prioritize workload effectively
- Good at assessing their own progress and take an active role in the learning process
- Like working with computers, software programs and new technology
- Good at following directions, rarely procrastinates
- Use emails and can create messages with attached files
- Can download and install programs using the Internet

CHAPTER 4: CURRICULUM AND INSTRUCTION

Curriculum

The Attalla City Schools Virtual Academy uses the curriculum of ACCESS Virtual Learning, a program administered by the Alabama State Department of Education. All course curricula are aligned to Alabama Courses of Study. Students intending to complete all graduation requirements through the Virtual Academy must meet the Attalla City Schools Graduation requirements.

Hours of Operation

The Attalla City Schools Virtual Academy operates on a standard semester system in accordance with the Attalla City School System's approved academic calendar. Most classes are offered in a full year format or "block" format. The start and end date of ACCESS Virtual Learning Classes (regardless of the format) is determined by the Alabama State Department of Education and is closely aligned with the Attalla City School System's academic year. For questions or support contact the Etowah High School Guidance Counselors (nhardy@attalla.k12.al.us for freshman and sophomore students or kbrand@attalla.k12.al.us for juniors and seniors). The counselors can be reached via phone Monday through Friday between the hours of 8:00 am and 3:00 pm (256-538-8381).

Attendance

Attalla City Virtual Academy students are required to abide by the Attalla City attendance policies and procedures. Students fulfill attendance requirements by actively participating in the online course(s). If students are not up to date with course work within five academic days, they are put on academic probation. Students are given two academic days to rectify the situation. If a student does not stay up to date with coursework for an additional five academic days, he or she will be placed on academic probation again, and a parent conference is required with the student, counselor, and an administrator. The third occurrence, signaling the need for academic probation, warrants withdrawal from the class. This may affect the student's graduation track.

Course Testing Schedule

Attalla City Schools Virtual Academy follows the ACCESS Virtual Learning testing procedure. All unit tests and semester examinations must be taken in the physical presence of an ACCESS Virtual Learning facilitator or teacher. Students must call or email the facilitator and schedule a time to report to Etowah High School to take assessments. Scores earned on exams that are not taken at the approved testing site with an ACCESS Virtual Learning facilitator or teacher are not valid. Students must check in through the front office and provide their own transportation to and from the testing site.

CHAPTER 4: CURRICULUM AND INSTRUCTION

State Testing Schedule

Attalla City Virtual Academy students are required to take all state-mandated assessments on site at Etowah High School. All 9th grade students are required to take the Alabama Career Planning and Interest Inventory. All 10th grade students are required to take the ACT ASPIRE in the spring. They have an option of taking the PSAT for a small fee. All 10th grade students are required to take the Alabama Career Planning with an option of revising their Interest Inventory. All 11th grade students are required to take the ACT Plus Writing and the Alabama Career Planning with an option to revise the Interest Inventory. All 12th grade students are required to take Work keys. Seniors have an option of scheduling an appointment with Haley Brown, a Talent Search, and counselor at Gadsden State Community College for assistance with scheduling the Compass test at Gadsden State Community College or Snead State.

Grades

The Attalla City Schools Virtual Academy will follow grading policies set forth by ACCESS. Etowah High School will provide each virtual student with an ACCESS Policy Manual for Students.

Weighting of Honors and AP Classes

AP classes taken through ACCESS Virtual Learning will earn AP weight.

Course Progression

Students are required to progress through virtual option courses at a rate comparable to that of a traditional class. Student athletes are required to maintain a traditional pace to follow NCAA/Alabama High School Athletic Association rules. Students are permitted to work ahead of the standard course progression and finish courses early if they are not an athlete.

Minimum Requirements to Remain Enrolled

- Lives in Attalla City School District
- Have a personal device and maintain reliable, consistent, and daily access to the Internet
- Maintain minimum GPA of 2.0 in all courses taken during the current academic year
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and test
- Remain in good standing as a student of the Attalla City School System
- Adhere to the Attalla City Schools Handbook and Code of Conduct
- Students with CLASS III discipline infractions or an expulsion may be removed from the Attalla City Schools Virtual Academy

CHAPTER 4: CURRICULUM AND INSTRUCTION

The virtual program option is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Incompletion of vital courses may result in failure of the course and/or limit enrollment in future courses. ***Approval or denial of a student/or the virtual program option will be made at the discretion of Etowah High School administration.***

If a student fails a Virtual Academy course, the student can retake the course through summer school or credit recovery. If a student fails a class and retakes the class in summer school, then, upon the successful completion of summer school, the student's GPA for the academic year just completed of summer school, the student's GPA for the academic year just completed will be recalculated. If the student's GPA is at least 2.0, the student is still on track for graduation, and he/she meet all other requirements and expectations of the Attalla City Schools, then thee student will be permitted to continue his/her enrollment in the Virtual Academy.

Required courses

Students are required to attempt a minimum of eight credits per school year. For student athletes, four of the eight credits must be core classes (math, science, English, and social studies) unless the student athlete has accumulated more core credits than is required for the student to remain on track for graduation. With parent permission, students may be allowed to earn additional credits per year. Students should register for Virtual School Academy courses during the spring registration.

Transportation

Any necessary transportation must be provided by parents/guardians or by the licensed Virtual Academy student who has submitted proper documentation in accordance with Attalla City School's transportation procedures.

Extracurricular Activities

Students enrolled in the Attalla City Schools Virtual Academy are eligible to participate in school-sponsored extracurricular activities, including athletics.

Beginning with the Graduation Cohort 2017, there is only one diploma option, the **Alabama High School Diploma**. It was approved by the Alabama State Board of Education in January of 2013. This diploma option replaces all variations of the prior diploma. The purpose of the change is to allow more flexibility for students pursuing their interest and to enable more balance through equivalent course offerings preparing students for college AND careers. Pathways to graduation should be individualized based on the student's interest, academic ability, and career plans.

CHAPTER 4: CURRICULUM AND INSTRUCTION

SUBJECT	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any CTE/AP/IB equivalent courses	4
Mathematics	Algebra I, Geometry, and Algebra II/Trig or Algebra II, or their equivalent. Additional course(s) to complete four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/IB equivalent courses	4
Science	Biology and a physical science. The third and fourth science credits may be used to meet both the science and the CTE course requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB equivalent courses	4
Social Studies	World History, US History x2, and Government/Economics or AP/IB equivalent courses	4
Physical Education	LIFE (Personal Fitness) One JROTC may be used to meet this requirement	4
Health Education	Alabama Course of Study: Health Education	
Career Preparedness	Career Preparedness Course (to include topic of Career and Academic Planning, Computer Applications, Financial Literacy) or Career Preparedness A and Career Preparedness B	10.5+0.5
CTE and/or World Language and /or Arts Education	Students choosing CTE, Arts Education, and/or Foreign language are encouraged to complete two courses in sequence	3
Electives	State Requirement (Attalla City Requirements)	2.5 (4.5)
	Total Credit Required for Graduation (Attalla City)	24 (26)

ACADEMIC INTEGRITY

The Academic Integrity Agreement of the Attalla City school Virtual Academy combines the existing Academic integrity Policy of ACCESS Virtual Learning with the additional requirements of the Attalla City School Handbook and Code of Conduct.

CHAPTER 4: CURRICULUM AND INSTRUCTION

ACCESS Virtual Learning

ACCESS Virtual Learning students must sign a commitment from attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course and will be subject to other consequences as determined by ACCESS Virtual Learning and local system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating will not be allowed in any form. See Attalla City Schools Student Handbook and code of Conduct.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.
- Translators are prohibited in all Foreign Language ACCESS classes.

All ACCESS Virtual Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has cheated in any manner, the student will be subject to consequences determined by ACCESS Virtual Learning administrative staff, the distance learning teacher, and the local school system, and will be subject to removal from the course with a failing grade.

STUDENT AGREEMENT

I have read and understand the Attalla City Schools Virtual Academy Procedures and the Academic Integrity Statement. Failure to comply with those procedures or the following may result in dismissal from the Virtual Academy.

1. All work submitted will be my own work.
2. I will abide by all Attalla City Schools Virtual Academy, Attalla City Schools' Student Handbook and code of conduct, and ACCESS Virtual Learning policies and procedures.
3. I will maintain reliable, consistent, and daily access to a device and the Internet to complete my online course(s).
4. I agree to take all course tests and examination at Etowah High School with an ACCESS Virtual Learning facilitator or teacher.
5. I agree to take all Alabama mandated assessments as proctored examinations at Etowah High School.
6. I will provide my own transportation to and from Etowah High School to take Virtual Academy tests and state assessments.
7. I will complete all assignments and meet all deadlines.
8. I will work cooperatively with my teacher and other students showing respect for all.

Student Name (print) _____

Student Signature: _____ Date _____

CHAPTER 4: CURRICULUM AND INSTRUCTION

PARENT AGREEMENT

I have read and understand the Attalla City Schools Virtual Academy Procedures and the Academic Integrity Statement. As a parent/guardian of the above named student, I will support the policies, procedures and expectations of Attalla City Schools Virtual Academy and Student Handbook and Code of Conduct as well as the following:

1. All work submitted will be my student's work
 2. I will ensure my child will abide by all ACCESS Virtual Learning policies and procedures.
 3. I will ensure my child has daily access to a reliable, consistent Internet source and access to a device necessary to complete the online course(s).
 4. I will ensure my child is present on the Etowah High School campus for all course test and required Alabama mandated assessments.
 5. I am aware any necessary transportation must be provided by parents/guardians or by the licensed Virtual Academy student.
 6. I ensure my child will meet all assignments deadlines.
 7. I ensure my child will work cooperatively with the teacher and show respect for other students. I understand this is an essential component of the Virtual Academy.
-

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date _____

CHAPTER 4: CURRICULUM AND INSTRUCTION

Attalla City Schools Virtual Academy Registration Form

Student Name _____ School Grade (next year) _____

Student Address _____ Student DOB _____

City and Zip Code _____ Student Age _____

Name of Parent/Guardian _____ Parent Phone _____

Student Cell Phone _____ Parent Email _____

Location: Etowah High School 201 Case Ave Attalla, AL 35954 Phone: (256) 538-3831	Attalla City Schools must receive this completed registration form by the regular registration deadline set forth by Etowah High School. There is no tuition and minimal fees in the fall and spring sessions. All semester tests, exams, and Alabama-mandated tests must be taken in the presence of a proctor at the EHS.
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Virtual Course Options

COURSE NUMBER	FULL NAME OF COURSE	CREDITS
Total Number of Credits :>>>>>>>		

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA

ADOPTED: 05/12/16
New: 05/12/16 BOARD MEETING