

VII. Instructional Program

7.01 *Curriculum*

The Superintendent will coordinate the design and development of a comprehensive curriculum plan in accordance with state law and any requirements of the State Department of Education for approval by the Board.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.02 *Textbooks*

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of members, including parents, who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear, including, but not limited to, the cost of any textbook device loaned to the student to access digital textbooks or content.

[Reference: ALA. CODE §16-36-62 (1975)] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.03 *Academic Standards*

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.03.1 General Grade Scale –

Grades for course work will be consistent in kindergarten- 2nd grade for all elementary schools.

Grades for academic course work in grades 3-12 will be awarded according to the following scale:

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

[Approved: August 18, 2016]

[Amended: Nov 16, 2019]

7.03.2 Weighted Grade Scale – Numerical grades in Advanced Placement courses (approved by the College Board), as well as Dual Enrollment Courses, will be weighted by adding ten (10) points. When calculating the grade point average on a four-point scale, one point will be added for Advanced Placement courses. Numerical grades in advanced courses will be weighted by adding five (5) points. When calculating the grade point average on a four-point scale, one-half (1/2) point will be added for advanced courses.

[Approved: August 18, 2016] [Amended: January 23, 2017] [Amended: November 18, 2019]

7.03.3 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.03.4 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.03.5 Promotion and Retention – Students are promoted from grade to grade on the basis of academic progress and/or credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students will be retained in accordance with procedures developed by the Superintendent.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.03.6 Credit Recovery – The Superintendent is authorized to develop procedures for a program through which a student may recover credits in one or more failed courses, in compliance with regulations promulgated by the State Department of Education. The curriculum will align with the State Board of Education course of study and study content standards in which the student seeking credit recovery is deficient.

[Reference: Ala. Admin. Code 290-3-1-.02(10)] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.03.7 Transfer Credits – Credits and weighted grades for transfer students entering high school will be granted as follows:

- a. *Accredited High Schools* – Official transcripts for transfer students entering Hewitt-Trussville High School will be analyzed by a counselor and reviewed by an administrator. Quality points for grade point average calculations will be assigned based on procedures outlined in the HTHS Curriculum Guide
- b. *Grade Conversion* – Where letter grades are present on a student's transcript from a previously attended school, a student who wishes to be

eligible for honors at graduation must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades for purposes of determining whether the students is eligible for honors at graduation as follows:

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

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.04 Testing

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.05 Summer School Operations

A "summer school" program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the operation of summer school, including requirements for enrollment, attendance, transportation, and tuition, which will be subject to approval by the Board.

[Reference: Ala. Admin. Code 290-3-1-.02(6)] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.06 Dual Enrollment

Upon recommendation of the Superintendent, the Board may establish guidelines in accordance with the regulations of the State Department of Education by which qualified high school students are allowed to take post-secondary college courses for high school credit.

[Reference: Ala. Admin. Code 290-3-1-.02(11)] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.07 Correspondence or Online Courses

Credit for correspondence and online courses will be recognized if the conditions and criteria established by the Alabama Department of Education for such programs are met.

[Reference: Ala. Admin. Code 290-3-1-.02(12, 13)] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.08 Virtual School Option

7.08.1 Scope and Delivery of Services – The school system provides a virtual program option to full-time students in grades K-12 who meet TCS residency requirements and are enrolled in Trussville City Schools. The program includes all courses that are needed to obtain a standard high school diploma. Such courses will be delivered through a district approved learning management system.

[Approved: August 18, 2016] [Amended: November 18, 2019] [Approved: July 20, 2020]

7.08.2 Student Eligibility Criteria – The school system reserves the right to develop specific eligibility criteria for virtual courses. Students must be full-time students in grades K-12 who meet TCS residency requirements and are enrolled in Trussville City Schools. Students must meet the eligibility requirements of the district-approved learning management system. Students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the school system's curriculum guide and successful completion of any prerequisite courses.

Students may be transitioned back to a traditional day program if:

- a. The student's participation in the virtual program is impeding the student's academic progress;
- b. The student fails to meet virtual course attendance requirements; or
- c. The student repeatedly violates school system policies, procedures, and/or rules or regulations.

[Approved: August 18, 2016] [Amended: November 18, 2019] [Approve July 20, 2020]

7.08.3 Monitoring Performance and Testing Requirements – Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public-school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.08.4 Attendance – Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program.

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.08.5 Extracurricular Activities – Students must meet any applicable extracurricular activity eligibility requirements including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.08.6 Additional Procedures Authorized – The Superintendent or his/her designee is authorized to develop such procedures as he or she deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for information students and parents of the virtual programs' requirements and rules, and a process for making determinations regarding a student's continued eligibility.

[Reference: Ala. Code §16-46A-1] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.09 *Transferring High School Credits from Middle School*

7.09.1 Available Subjects – Students may earn high school credit for high school courses offered at the middle school level.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.09.2 Application of Grades and Credit for Middle School Coursework –

- a. Students who successfully complete a high school course in middle school will enroll in next level coursework. Middle School students will receive earned grade and credit for the subjects and will receive credit on their transcript for said courses. Students will still take required courses each year in grades 9-12.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.09.3 Weighting of Grades – High school credits earned in the middle school may be weighted if it is a course type that is also weighted at the high school.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.10 Career and Technical Education Programs

The Career and Technical Education Program (CTE) consists of areas of study that blend academic, occupational, and life skills. The CTE program will be administered in accordance with the requirements of the Alabama State Department of Education and the board.

[Approved: August 18, 2016] [Amended: November 18, 2019] [Reviewed: July 20, 2020]

7.10.1 Work-Based Learning Experience – A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education for work based learning experiences to be conducted in the school system, including, but not limited to, guidelines for decision making and protocol for solving problems at the workplace and school.

[Reference: Ala. Admin. Code 290-6-1-.04] [Approved: August 18, 2016] [Amended: November 18, 2019] [Reviewed: July 20, 2020]

7.10.2 Live Work – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but is presented from outside the classroom. The Superintendent is authorized to develop for Board approval guidelines and procedures in accordance with the regulations of the Alabama State Department of Education and any applicable Business/Industry Certification requirements for live work to be conducted in the school system, including, but not limited to, a systematic method for managing live work, work requests and orders, and procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work. Any money collected for live work will be accounted for in accordance with the Board's Finance Manual.

[Approved: August 18, 2016] [Amended: November 18, 2019] [Reviewed: July 20, 2020]

7.10.3 Safety – To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

7.11 *Foreign Exchange Programs*

The Superintendent is authorized to develop guidelines and procedures, to be approved by the Board, under which foreign exchange students may attend Trussville City Schools and Trussville City Schools' students may participate in foreign exchange programs.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.12 *Extended Programs: Community Education*

Upon their approval by the Board, the Superintendent is authorized to implement programs and projects designed to meet the needs of the community served by the school system in accordance with any laws or regulations governing such programs.

[Reference: Ala. Admin. Code 290-080-050] [Approved: August 18, 2016] [Amended: November 18, 2019]

7.13 *Graduation, Certificate of Completion, and Commencement*

Students who have satisfactorily completed requisite course work, required by the Alabama State Department of Education, are eligible for graduation. Students who have not met coursework requirements are eligible to participate in graduation ceremonies and will be presented with a "certificate of completion." All transfer students must meet the graduation requirements of Trussville City Schools in order to receive a diploma from Trussville City Schools.

Student participation in graduation ceremonies and related graduation activities will be subject to the principal's approval and payment of outstanding financial obligations.

Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student's participation could lead or contribute to disorder or disruption of the ceremony or activity.

[Approved: August 18, 2016] [Amended: November 18, 2019]

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

- a. Enrolled in the school system for a minimum of one full academic semester prior to the date of graduation;
- b. Qualify for the most advanced academic diploma offered;
- c. Successful completion and passing of any required graduation examinations and other requirements for graduation set forth by the Board; and
- d. An overall grade point average (GPA) of 4.00 or higher (on a 4.00 point scale) for all courses taken, must be maintained for honor recognition.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.13.2 Society of Distinction – Students who meet the following requirements shall be recognized as members of the Society of Distinction at the high school commencement ceremonies:

- a. Enrolled in the school system for a minimum of one full academic semester prior to the date of graduation;
- b. Qualify for the most advanced academic diploma offered;
- c. Successful completion and passing of any required graduation examinations and other requirements for graduation set forth by the Board; and
- d. Maintenance of an overall grade point average (GPA) of 4.25 or higher (on a 4.00 point scale) for all courses taken must be maintained.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.13.3 Valedictorian/Salutatorian – To be considered for the position of either valedictorian or salutatorian, a student must qualify for the most advanced academic diploma offered and have been enrolled in the school system for a minimum of 2 full academic semesters prior to the date of graduation. The student with the highest numerical grade average in the graduating class (calculated and weighted as prescribed in 7.03.1, 7.03.2) the grading section above) will be the class valedictorian. The student with the second highest numerical grade average in the graduating class shall be the class salutatorian. In calculating the numerical grade average, all high school credit will be used. In the case of a tie, students having the same average will be recognized as co-valedictorians and co-salutatorians.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.14 School Wellness

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities:

[Approved: August 18, 2016] [Amended: Nov 18, 2019]

7.14.1 Nutrition Education and Promotion – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition promotion that promotes and reinforces student health will be integrated into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.14.2 Nutrition Standards and Guidelines – The Board will ensure that reimbursable school meals meet the program requirements and nutritional

standards established by applicable state and federal regulations. The Board will encourage students to make nutritious food choices and will monitor all food and beverages sold or

served to students, including those available outside federally regulated child nutrition programs. The Board will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.14.3 Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.14.4 Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.

[Approved: August 18, 2016] [Amended: November 18, 2019]

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

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

[Approved: August 18, 2016] [Amended: November 18, 2019]

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

The Superintendent is authorized to develop criteria for approval by the Board for selection of materials (other than textbooks) that are used in conjunction with student instruction and for circulation in school libraries. The Superintendent is further

authorized to develop a procedure for review of objections to instructional and library materials.

[Approved: August 18, 2016] [Amended: November 18, 2019]

7.16 *Parent/Family Involvement*

The Board recognizes that the parent is a child's first and most important teacher and that continued involvement of the parent is essential for the success of the child. Trussville City Schools enjoy strong community support, including partnerships between parents and schools.

Title I teachers shall foster collaborative relationships with parents in each school. The program staff will coordinate parent involvement activities and will seek input from parents to determine the effectiveness, design, operation, and evaluation of the parental involvement program.

[Approved: August 18, 2016]

[Amended: Nov 18, 2019]