

VII. Instructional Program

7.1 *Curriculum*

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

7.2 *Textbooks*

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 teacher representatives from each school, as well as 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.

[Reference: ALA. CODE §16-36-62 (1975)]

7.3 *Academic Standards*

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

7.3.1 General Grade Scale – Grades for academic course work will be awarded according to the following scale:

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

7.3.2 Advanced Placement and Honors Grade Scale –When calculating the grade point average on a four point scale one point will be added for Advanced Placement courses and .2 will be added for Honors courses.

7.3.3 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be

eligible for such modifications or accommodations under provisions of state and federal law.

- 7.3.4 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.
- 7.3.5 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.
- 7.3.6 Class Rankings – Beginning with the ninth grade of high school, all students will be ranked based on the four point grade point average scale (GPA) (calculated and weighted as described herein). The GPA calculation will be carried out three decimal places and truncated.
- 7.3.7 Credit Recovery – The Superintendent is authorized to develop procedures for a program through which a student may recover credits in one or more failed courses, in compliance with regulations promulgated by the State Department of Education. The curriculum will align with the State Board of Education course of study and study content standards in which the student seeking credit recovery is deficient.

[Reference: Ala. Admin. Code 290-3-1-.02(12)]

7.4 *Testing*

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

7.5 *Summer School Operations*

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

[Reference: Ala. Admin. Code 290-3-1-.02(6)]

7.6 *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)]

7.7 *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)]

7.8 *Career and Technical Education Programs*

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

[Reference: Ala. Admin. Code 290-6-1-.04]

7.8.2 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.

7.8.3 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.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.9 *Foreign Exchange Programs*

The Superintendent or designee is authorized to develop guidelines and procedures, to be approved by the Board, under which foreign exchange students may attend Elmore County Schools and Elmore County students may participate in foreign exchange programs.

7.10 *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]

7.11 *Graduation, Certificate of Completion, and Commencement*

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed required examinations are eligible for graduation. Students who have fulfilled coursework requirements but who have not passed the required graduation examination are eligible to participate in graduation ceremonies and will be presented with a “certificate of completion.” 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.

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

- a. Successful completion and passing of the required graduation examinations and other requirements for graduation set forth by the Board; and
- b. Maintenance of an overall grade point average (GPA) of 4.00 or higher (on a 4.00 point scale) for all courses taken during the freshman (or ninth grade) year through the semester immediately preceding graduation. Grades will be calculated and weighted as prescribed in the grading section above.

7.11.2 Valedictorian/Salutatorian

- a. *Criteria* – The valedictorian and salutatorian for the graduating class of each high school must qualify for the most advanced academic diploma offered and have been enrolled in the school system for a minimum of one full academic year prior to the date of graduation. The student with the highest grade point average (calculated and weighted on the four (4) point scale as prescribed in the grading section above) will be the class valedictorian. The student with the second highest grade point average shall be the class salutatorian. In calculating the grade point average, all semester grades will be used, beginning with the ninth grade through the semester immediately preceding graduation. The calculated average will be carried out three decimal places and truncated. In the case of a tie, students having the same average will be recognized as co-valedictorians and co-salutatorians.
- b. *Grade Conversion* – Where letter grades are present on a candidate’s transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

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

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent.

- 7.11.3 Fifth Year Seniors – Upon the recommendation of the counselor and approval of the principal, a student who has completed four full academic years of high school but who has not completed the required course work for graduation will be allowed to attend the number of class periods necessary to complete the courses required for graduation.

7.12 *School Wellness*

The Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

7.12.1 General Requirements:

- a. The school district shall engage students, parents, faculty, teachers of physical education, food service professionals, health professionals, and other interested community members in developing, implementing,

monitoring, and reviewing district wide nutrition and physical activity policies.

- b. All students in grades K-12 shall have opportunities, support, and encouragement to be physically active on a regular basis.
- c. Foods and beverages sold or served at school shall meet the nutritional recommendations of the Healthy Hunger-Free Kids Act of 2010.
- d. Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and shall provide clean, safe, and pleasant settings and adequate time for students to eat.
- e. To the maximum extent practicable, all schools in the district shall participate in available federal school meal programs, including the School Breakfast Program, National School Lunch Program, After-School Snack Program, and Summer Feeding Program.
- f. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and with related community services.

7.12.2 School Action Plan

The Board will provide a district wellness policy that will serve as a building block for individual schools to write an action plan for improving student health that is unique to the individual needs of their school. Schools shall appoint a representative to serve on the District Wellness Committee and work to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. Each school representative shall conduct annual school evaluations to identify strengths and weaknesses and prioritize changes as an action plan for improving student health. The assessment and planning steps shall involve the District Wellness Committee, teachers, child nutrition staff or other school staff as appropriate, parents, students, and the community.

7.12.3 Nutritional Quality of Foods and Beverages Sold and Served on Campus

The school campus shall reflect a healthy nutrition environment. Students shall be allowed adequate time to eat to ensure a pleasant dining experience. Schools shall ensure that all students have daily access to meals served. Schools may not establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict access to or the completion of meals.

- a. *School Meals* – Meals served through the National School Lunch,

Breakfast, Snack, and Summer Programs shall:

1. Be appealing and attractive to children and be served in clean and pleasant settings using Hazard Analysis Critical Control Point (HACCP) food safety principles to ensure the best quality of food;
 2. Schools shall focus on improving meal quality and increasing the variety of fruits and vegetables, especially raw fruits and vegetables;
 3. Serve only low-fat (1%) unflavored milk and fat-free flavored and unflavored milk, and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
 4. Serving sizes shall comply with the meal pattern requirements as described by the United States Department of Agriculture (USDA) regulations. Foods served and/or sold through the cafeteria shall adhere to the guidelines established by the USDA and The Healthy, Hunger-Free Kids Act of 2010;
 5. School meals must average, for a weekly period, meeting the standards of the “Healthy Hunger -Free Kids Act of 2010. School lunches shall meet the standard of providing 550 – 650 calories for grades K-5, 600-700 calories for grades 6-8, and 750-850 calories for grades 9-12;
 6. Emphasis is to be placed on increasing the quantity of whole grains served with the ultimate goal of all the grains served to be whole grain. Products are considered Whole Grain if a *whole grain product* is listed as the primary grain ingredient in the ingredient statement. Examples include whole wheat flour, cracked wheat, brown rice, yellow corn meal and oatmeal;
 7. Free water will be provided to students at breakfast and lunch.
 8. Schools must review the items offered as a la carte sales and evaluate the nutritional contributions of each item. Foods not meeting the criteria contained herein shall be eliminated or portion sizes reduced in order to be in compliance with the requirements.
- b. *Breakfast* – All children shall be encouraged to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn.
1. All Elmore County Schools shall operate a School Breakfast Program.
 2. School administrators shall arrange bus schedules and utilize

methods to serve school breakfasts that encourage participation.

3. Schools shall notify parents and students of the availability of the School Breakfast Program.
 4. School Administrators shall encourage parents to provide a healthy breakfast for their children that do not eat breakfast at school. This can be accomplished through newsletter articles, take-home materials, or other means.
- c. *Free and Reduced-price Meals* – Federal Law requires that schools make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
1. Schools in Elmore County shall utilize electronic identification and payment systems that do not identify the student’s eligibility.
 2. In the event of computer failure, school cafeterias shall have procedures in place to account for meals without exposing individual student’s eligibility status.
 3. School Administrators are to promote the availability of school meals to all students and encourage participation in the lunch and breakfast program.
- d. *Meal Times and Scheduling by School Administrators*
1. Provide adequate time for students to eat and enjoy school meals (a minimum of 10 minutes to consume breakfast and 15-20 minutes to consume lunch), after being seated.
 2. Ensure school staff is assigned to monitoring duties in the lunchroom to provide supervision in the serving and dining areas.
 3. Schedule meal periods at appropriate times.
 4. Shall not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- e. *Sharing of Foods and Beverages* – Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

- f. *Qualifications for Child Nutrition Director* – Any person employed as a CNP Director must meet the standards of the Code of Alabama (1975) 290-080-030-05 and 06 as amended June 6, 1994. A CNP Director who does not meet the educational requirements must complete those requirements within a three year period from the date of employment. If educational requirements are not met within the three year period, the person cannot continue being employed as a CNP Director.
- g. *Qualifications of School Food Service Staff* – Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, we shall provide continuing professional development for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. School nutrition staff development programs are available through the USDA, School Nutrition Association, and the National Food Service Management Institute.

- h. *USDA and Alabama Smart Snacks Standards in Schools and Fundraising*
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 At the beginning of school Year 2015-2016, federal and state law required schools to provide consistent environments conducive to healthful eating behaviors during school hours. The school campus shall reflect healthy nutrition environments.

Schools must not establish policies, class schedules, bus schedules or other barriers that directly or indirectly restrict access to and compete with meal schedules.

Healthy and appealing foods shall be available through cafeteria meals and a la carte items. Foods served and/or sold through the cafeteria shall adhere to the Smart Snacks in School standards established by USDA and the Healthy Hunger-Free Kids Act of 2010. Portion sizes, calories, sodium, fat, and sugar limits must comply with the requirements as described by the USDA Smart Snacks in School Standards.

Schools must review the items offered as a la carte sales and evaluate the nutritional contribution of each item. Single items and additional portions of foods that constitute the reimbursable meal may be sold as a la carte so long as these items are also in compliance with the USDA Smart Snacks in School standards. Foods sold as the “entrée” of any single meal are exempt from the USDA Smart Snacks in School standards, and may be sold a la carte on the day of, and the day after, the item is on the menu. Except in the case of entrees, as outlined above, all foods sold a la carte during the school day must meet the USDA Smart Snacks in School

standards as outlined below. Food items that do not meet these standards should be eliminated from a la carte sales, or be sold in reduced portion sizes in order to comply with the USDA requirements.

Schools should focus on improving food quality in the school meal programs by offering whole grain-rich breakfast and lunch items, having one percent or less fat milk as the standard beverage, and increasing fruit and vegetables preferably using freshly grown, Alabama produced. Preparation of foods in the cafeteria must use cooking techniques to reduce fat, sugar, and sodium in school meals. School districts must not prepare foods by deep or pan frying and should reduce the number of pre-prepared (i.e. processed) food items that are planned and served each week. Food flash-fried by the manufacturer may be served but should be prepared by a food preparation method other than frying.

Every school shall ensure that all foods sold in vending machines, school stores, and cafeterias are in compliance with the USDA Smart Snacks in Schools standards. The School Food Authority (SFA) may wish to utilize focus group(s), surveys, and other methods to evaluate and approve items that are in compliance with USDA Smart Snacks in Schools standards. Healthy products must be priced at a level to encourage students to purchase items.

Amendments made by Section 208 of the Healthy Hunger-Free Kids Act of 2010 required the Secretary of Agriculture to establish nutrition standards for all foods sold in schools, other than food sold under the school lunch and breakfast programs. Food sold will follow the Smart Snacks in School Standard, or “Nutrition Standards for All Foods Sold in School FNS-2011-0019.” Food items in competition with the CNP scheduled meal times may not be sold or provided free of charge to students. This includes, but is not limited to, food items purchased through school organizations and those donated from outside sources. To encourage students to eat healthy meals, schools are required to restrict student access to concessions, extra sales, vending, and fundraisers one hour before or after meal periods. Therefore, schools may not schedule sales of such items one hour before or one hour after meals that would compete with the meal service. If sales should occur that are in competition with CNP meals, then all income generated from such sales will be required to be given to Child Nutrition for depositing in the school cafeteria account. The policy is not intended to restrict access to healthy snacks during recess, or at times other than the meal service.

- i. *Nutrition Standards for Foods Sold Individually (exempts reimbursable meals) Smart Snacks in Schools guidelines as established by USDA – Any food sold in school must:*

1. Be a “whole grain-rich grain product”; or
2. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
3. Be a combination food that contains at least ¼ cup of fruit and/or vegetable.

Foods must also meet the following nutrient requirements:

Calorie Limits

Snacks items: 200 calories or less

Entrée items: 350 calories or less

Sodium Limits

Snack items: 200 mg or less

Entrée items: 400 mg or less

Fat Limits

Total Fat: 35% of calories or less

Saturated Fat: Less than 10% of calories

Trans fat: zero grams

Sugar Limits

35% or less of weight from total sugar

Accompaniments – Must be included in the nutrient profile as part of the food item sold to help control the amount of calories, fat, sugar, and sodium added to foods. Examples include: cream cheese, salad dressing, catsup, mustard, pickles, pickle relish, dips, sauces, and butter.

School Definitions

Elementary Pre K – Grade 5

Middle Grades 6 – 8

High Grades 9 – 12

Beverage Portion Sizes – All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice
- 100% fruit or vegetable juice diluted with water (with or without carbonation), no added sweeteners.

Portion size limitation by school categories

- Elementary schools may sell up to 8-ounce portion of milk or juice
- Middle schools and high schools may sell up to 12-ounce portion of milk or juice

- There is no portion size limit for plain water.
- In addition to “no calorie” and “lower calorie” beverages for High school students, the following options may be offered:
 - No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain less than 5 calories, or 10 calories or less per 20 fluid ounces.
 - No more than 12-ounce portions of beverages with 40 calories or less per 8 fluid ounces, or 60 calories or less per 12 fluid ounces.

k. *Fundraising Activity Guidelines*

1. School Day – “School day” means, for the purpose of competitive food standards implementation, the period from midnight, to 30 minutes after the end of the official school day.
2. Fundraising Activities – Fundraising activities that involve the selling of food should reinforce food choices that promote good health.

Allowable fundraising on school campuses:

- Foods that meet the USDA Smart Snacks in School standards, but are not sold in competition with school meals. Example: Fruit
- Foods that do not meet the USDA Smart Snacks in School standards, but are not consumed at school. Example: Cookie Dough Sales
- Non-food item. Example: School Supplies
- Food fundraisers which meet exempt fundraising definition.

3. Exempt Fundraiser Definition – An exempt food fundraiser is defined as the sale of food items that do not meet the USDA Smart Snacks in School standards and are sold during the school day. A school may sponsor up to but not exceed 30 exempt fundraisers per year, for no more than one (1) day each in length. Exempt fundraiser food is prohibited from being sold as a la carte items, in vending machines, in school stores, or before school on school campus.

Food sold as part of exempt fundraisers may not be sold one (1) hour before or one after meal periods. Example: If lunch ends at 12:30 p.m. then the fundraiser could not start until 1:30 p.m.

Exempt Food Fundraiser Procedure:

School Principal

- Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form
- Complete, approve, and sign form
- Provide a copy to CNP Director
- Provide documentation of approval upon request by Alabama State Department of Education (ALSDE) for audit review

Superintendent

- Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities
- Complete and sign attestation document
- Provide to CNP Directors to support the annual online application renewal

Child Nutrition Director

- Place a copy of the Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraiser Form (signed by the school principal) in the wellness plan file
- Provide documentation of approval upon request by ALSDE

Semi-annual due dates are: July 1 and January 1 of each school year. *The completed Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form is required to be signed and on file as described above before exempt food fundraisers commence.*

The Smart Snack Calculator may be found at:

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/?gclid=CjwKEAjlw8e2sBRCYte6U3suRjFESJAB4gn_gljlg-Y83JUEV8x9oTQRHOMSI141I0DHGHwmeaa6BxoCDCrw_wcB

1. After School Snacks – Afterschool snacks can be provided only if there is an enrichment program offered. Afterschool snacks must contain at least two different components of the following four: a serving of fluid milk, a serving of meat or meat alternative, a serving of vegetables or fruits or full strength vegetable or fruit juice, a serving of whole grain or enriched bread or cereal.

7.12.4 Nutrition and Physical Activity Promotion and Food Marketing Nutrition Education and Promotion

- a. The Board aims to teach, encourage, and support healthy eating by students. Schools shall provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
 3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
 4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
 5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
 6. Links with school meal programs, other school foods, and nutrition-related community services;
 7. Teaches media literacy with an emphasis on food marketing; and
 8. Includes training for teachers and other staff.
- b. Integrating Physical Activity into the Classroom Setting – At a minimum, students will receive the Physical Education State Course of Study recommendation for per day activity and students will be encouraged to fully embrace regular physical activity as a personal behavior. Waivers for exemption to physical education requirements must be approved by the State Department of Education which require full justification to the State Superintendent of Education in any year in which a waiver is requested. Waivers for High School students must follow the guidelines as outlined in Instructional Code Changes (290-3-1.02(8)(f).
- c. Communications with Parents – The district/school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school shall send home nutrition information and post nutrition tips on school websites. Schools shall encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school shall provide parents a list of

ideas for snacks, healthy celebrations/parties, rewards, and fundraising activities.

7.12.5 Food Safety – In accordance with the USDA Child Nutrition Reauthorization Act of 2010, each cafeteria manager and principal shall initiate and implement a Food Safety Plan based on Hazard Analysis Critical Control Point principles. The Board shall provide each school with Standard Operating Procedures that shall be used to establish a Food Safety Plan and monitoring procedures at each school cafeteria and all school campus areas.

7.12.6 Monitoring and Policy Review

- a. **Monitoring** – The superintendent shall ensure compliance with established district-wide nutrition and physical activity wellness policies. A checklist will be used to evaluate each area of the wellness policy for compliance. In each school, the principal or school representative shall ensure compliance with those policies in his/her school and shall report on the school's compliance to the district wellness committee and school district superintendent.
- b. **School Food Service Staff** – All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. Professional development opportunities will be made available to child nutrition staff members throughout the year.
- c. **Policy Review** – The district wellness committee shall review this policy during January of each school year.

[Policy revised 6/8/2017]

7.13 *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.

7.14 *Title I Program – Meeting the Requirements of No Child Left Behind Act of 2001*

7.14.1 Title I Program – The Board hereby agrees to participate in the Title I Program and to implement the program according to the financial and program regulations of the *No Child Left Behind Act of 2001*. Each school has the responsibility for developing, implementing, and evaluating an appropriate school-wide plan for that school based upon its comprehensive needs assessment. The Superintendent or designee shall ensure that parents of all children including migrant, homeless,

English Learners, neglected, and delinquent in each Title I school-wide school will have an adequate opportunity to participate in the design, implementation, and evaluation of the Title I School-wide Plan.

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