

ALABAMA STATE BOARD OF EDUCATION
STATE DEPARTMENT OF EDUCATION
ADMINISTRATIVE CODE

CHAPTER 290-3-1
PUBLIC SCHOOL GOVERNANCE

TABLE OF CONTENTS

290-3-1-.01	Short Title, Purpose, And Name Change
290-3-1-.02	Regulations Governing Public Schools

290-3-1-.01 Short Title, Purpose, And Name Change.

(1) Short Title. This chapter shall be entitled Public School Governance and shall refer specifically to the Alabama Public School Governance.

(2) Purpose. The purpose of the Alabama Public School Governance is to provide governance guidelines for public schools in Alabama.

(3) Name Change. Effective September 1, 1998, Student Instructional Services shall be changed to Instructional Services in this chapter.

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Statutory Authority: Alabama Constitutional Amendment 284, Code of Ala. 1975, §§16-2-2, 16-3-11 through 12, 16-3-14, 16-26-1 through 3.

History: Amended March 27, 1975, repromulgated February 19, 1982, June 13, 1991. **Repealed and replaced:** effective July 25, 1991. **Repealed and replaced:** Filed August 22, 1995; effective September 26, 1995. **Amended:** Filed August 14, 1998; effective September 18, 1998.

290-3-1-.02 Regulations Governing Public Schools.

(1) Safe School Equipment and Facilities, Laboratories, and Policies.

(a) Safety precautions must be implemented and adequate facilities must be provided for implementations of programs prescribed by SDE Bulletin(s).

(b) Effective with the 1995-96 school year and thereafter, local boards of education must:

1. Adopt a uniform policy allowing law enforcement agencies to make periodic visits to local public schools to detect the presence of illegal drugs, unannounced to anyone except the local superintendent and building principal.

2. Adopt a uniform policy prohibiting the use of tobacco products on school property and prescribing specific penalties for violating this policy.

3. Adopt and enforce a uniform policy prohibiting all persons, other than authorized law enforcement personnel, from bringing or possessing any deadly weapon or dangerous instrument on school property and prescribing specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties which may also be imposed.

(c) Local school systems which operate alternative educational programs shall provide a curriculum that stresses skills in recognizing and managing anger, alternatives to aggression (verbal and physical assault), strategies for developing self-control and personal responsibility, skills for getting along with others, success through academic achievement, and skills for success in the workplace.

(d) All policies and actions implemented under these mandatory regulations affecting students with disabilities must comply with federal and state special education laws, regulations, and court rulings.

(e) Unsafe School Choice Option

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS," or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, §9532(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see §13A-6-1, et. seq., Code of Ala. 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

(a) Step 1. Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.

(b) Step 2. Complete the transfer for those students who opt to do so within 20 working days.

(c) Step 3. Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA's receipt of status.

(d) Step 4. Implement the corrective action plan. Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

(2) Length of School Day and School Term.

(a) In accordance with Code of Ala. 1975, §16-1-1:

1. The school year shall consist of a minimum of 180 teaching days.

2. The length of the school day shall be at least six (6) hours of actual teaching exclusive of lunch and recess.

(3) Student Records from Nonexisting Schools.

(a) Upon discontinuing public school services at a given location or site, all student records must be achieved in space designated by the local superintendent.

(b) Should two or more public schools be combined, records must be combined and kept in the new or existing school or a place designated by the local superintendent.

(c) Nonpublic schools which have no higher administrative office and which discontinue operation must submit all student records to the office of the county or city board of education in the system where the school is located.

(d) Nonpublic schools which are discontinuing their operation and which have a higher administrative office equivalent to the office of the superintendent of education, shall submit student records to this office where they will be maintained.

(4) Student Records from Existing Schools.

(a) Permanent records are to remain in a school or in another location designated by the local superintendent indefinitely for all students who have attended the school. A duplicate shall be filed in the local superintendent's office or some storage place other than the school which the student attends. Transcripts and disciplinary records with respect to suspension (in- and out-of school) and expulsion may be sent to another school.

(b) Student Records must contain:

1. Legal names.
2. Social Security Numbers.

(i) Each child enrolled in an Alabama public school Grades Kindergarten through 12 shall have a Social Security Number and a valid Social Security Card to be presented to school official(s) at pre-registration/registration for verification and returned to child/parent/guardian/custodian. For each student who is otherwise entitled to admittance but does not have a Social Security Number, the local superintendent or agency shall assign a temporary number in accordance with the directions as

specified by the State Department of Education. The temporary identification number shall be uniquely assigned as follows:

(I) Must be nine numeric digits (the same number of digits as the Social Security Number).

(II) Reading from left to right, position 1 must be a 9.

(III) Position 2 must be the last digit of the calendar year; for example, this is 1998 and therefore position 2 is 8.

(IV) Positions 3, 4, and 5 represent the unique 3 digit system number assigned by the State Department of Education; for example, Montgomery County is 051 and Huntsville City is 159.

(V) Positions 6, 7, 8, and 9 represent a sequential number beginning with 0001 each January 1. This allows 9,999 temporary numbers to be assigned each year by each local education agency.

(ii) Each local board of education and each agency reporting to the State Department of Education shall use the Social Security Number as the official identification of each child/student in all record keeping systems and shall make such data available by Social Security Number upon request by the State Superintendent of Education.

(c) All transcripts shall be transferred directly from one school official to the other.

(5) Federal Laws on Protection of Student Privacy. All schools must observe the Federal Educational Rights and Privacy Act (FERPA) as set forth in 20 U.S.C. 1239, 34 CFR, Part 99.

(6) Summer School.

(a) Registration of a Summer School.

1. All public schools conducting a summer school shall file a registration report with the State Department of Education.

2. Registration report forms furnished by the State Department of Education shall be returned to the State Department of Education, Montgomery, AL 36130-2101, no later than the end of the first week of summer school.

(b) Organization of Summer School--Effective with the Beginning of the 1999 Summer School.

1. Certified Personnel Holding Valid Alabama Certificate(s).

(i) The summer school shall be administered by a certified administrator.

(ii) Each teacher in a registered summer school shall hold a valid Alabama certificate in each subject taught as required in regular session.

2. Authorization of Summer School.

(i) The public summer school shall be authorized by the local board of education.

3. Responsibility for Summer School.

(i) The superintendent and the principal of the school shall be responsible for organizing the summer school program and registering it with the State Department of Education.

4. Awarding of Credit.

(i) Time requirements governing one unit of credit during summer school shall be a minimum of 140 clock hours of instruction, or students may demonstrate mastery of Alabama course of study content standards without specific instructional time.

(ii) A definite schedule shall be followed to meet requirements for awarding credit.

5. Student Attendance in Summer School Other Than Where Regularly Enrolled.

(i) A student desiring to do summer school work in a school other than that in which he/she is regularly enrolled shall obtain written permission from his/her principal and parent(s) (guardian).

(ii) The student and his/her parent(s) (guardian) shall be held responsible for errors in course selection unless AAC Rule No. 290-3-1-.02(6)5.(i) is followed.

6. Exception.

(i) Any exception to AAC Rule 290-3-1-.02(6)(b)1. through 5. shall be granted only by the State Superintendent of Education upon written request of the local superintendent with submission of sufficient documentation to warrant approval.

(7) Student Personnel - Admission.

(a) Admission to public school:

1. Admission to public school shall be on an individual basis, on the application of the parents, legal custodian or guardian of the student, to the local board of education, at the beginning of each school year, under such rules and regulations as the local board may prescribe.

(i) Legal names shall be used on each student's application for admission to public school.

(ii) Each student's Social Security Number shall be used on the application for admission to public school. (See AAC Rule 290-3-1-.02(4)(b)(2) for effective dates.)

(b) The local board of education, is responsible for adopting policies of admission and attendance within the framework of state law and State Board of Education policies. These policies should be clearly stated, followed implicitly and given publicity in the area to be served in the spring and fall before schools officially open.

(1) Regulations Governing School Attendance Standards and the Operation of Motor Vehicles.

(i) Local Education Agency (LEA) Responsibilities

(I) The school system shall provide adequate information to each student concerning the rights, penalties, and guidelines provided in this act.

(II) The superintendent or his designee shall, upon request of the student, provide and complete Part I of the Student Enrollment/Exclusion Status form to indicate enrollment status for any student 15 to 19 years of age. Enrollment means the student is:

I. Enrolled in public school;

II. Enrolled in a General Educational Development (GED) program;

III. Enrolled in a job-training program approved by the State Superintendent of Education; or

IV. Exempted for circumstances beyond the control of the applicant as defined by SDE guidelines.

(III) The superintendent or his designee shall use the Student Enrollment/Exclusion Status form to notify the Department of Public Safety (DPS) of:

I. Students who have requested enrollment status and are not enrolled, or

II. Students who are 16 to 19 years of age with more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.

(IV) The superintendent or his designee shall advise a student of any report sent to the DPS related to the student.

(V) The local board of education shall adopt a policy related to this Act that is consistent with SDE guidelines.

(VI) The school system shall implement an appeals policy following guidelines adopted by the SDE.

(ii) State Department of Education (SDE) Responsibilities. The SDE shall:

(I) Develop the form for documenting enrollment status;

(II) Adopt an appeals procedure; and

(III) Distribute written guidelines to each school system for developing a written policy that:

I. Includes the definition of "circumstances beyond the control" of the student,

II. Informs students regarding provisions of the Act, and

III. Requires an appeals process.

(iii) Appeals Process. The appeal of a decision under Part I: Enrollment Status shall be submitted to the local school system.

(I) To appeal, the student shall submit written notification of intent to appeal within 15 days of the issuance of enrollment status, including a statement of reasons for the appeal to the appropriate school principal.

(II) Except as otherwise provided herein, the appeals process shall follow the procedures adopted by the local board of education for a long-term suspension or expulsion. The local board of education may adopt a different appeals process so long as it provides minimal due process.

(iv) Suspension and Expulsion Definition. For purposes of implementing Code of Ala. 1995, §16-28-40 regarding Governing School Attendance Standards and the Operation of Motor Vehicles, suspension and expulsion shall mean a disciplinary action taken by a local school system against a student that requires the student to be removed and absent for a day or more from the instructional program.

(c) Truancy Definition. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)

(i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

(ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (conference)

(i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

(ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

(iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No earlier than seventh unexcused absence, but within ten (10) school days (court)

(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child under probation

(i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Ala. 1975, §12-15-100 and 105.

(ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

5. Any local education agency may adopt a policy more rigorous than the State policy.

(d) Definition: Section 103(a) of the McKinney Act defines the term homeless as including:

1. An individual who lacks a fixed, regular and adequate nighttime residence; and

2. An individual who has a primary nighttime residence that is:

(i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill);

(ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(iv) Children living in doubled-up accommodations with family or friends due to a loss of housing and no other means of shelter.

3. Section 103(c) excludes from the definition of homeless "any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law."

(e) Enrollment Eligibility Determination.

1. A student who may be homeless or has an uncertain place of residence may present themselves for enrollment at a public school or a school system's office. School administrative personnel should make a determination of the student's residential status based upon the definition in Section 103(a) of the McKinney Act. If the student is identified as homeless via the definition, carefully consider enrollment options provided by the law presented in the next item (2) enroll the student and determine free meal and transportation needs.

2. Enrollment of a student shall not be denied or delayed due to any reason related to their homelessness including but not limited to the following reasons:

- (i) Lack of transcripts/school records
- (ii) Lack of immunization/health records
- (iii) Residency requirements
- (iv) Guardianship/custody requirements
- (v) Lack of transportation
- (vi) Lack of birth certificate

3. There are two options for the placement of homeless students:

(i) Continued enrollment in the school attended prior to homelessness; or

(ii) Enrollment in any schools that nonhomeless students who live in the attendance area where the homeless students is presently living are eligible to attend.

(iii) The placement decision shall be made according to the best interest of the child. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian.

4. A child enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

(f) School and Health Records.

(i) A homeless parent/guardian and student may want to enroll without transcript/grade records. If so, enroll the student while school administrative personnel contact the former school about immunization information and tentative placement. They should then request a 30-day in state or a 90-day out-of-state extension certificate for immunization from the Superintendent or a designee. If it is determined that no records are available or exist, the local school should create a cumulative record folder in accordance with established guidelines. School administrative personnel should obtain a simple release from the parent/guardian to facilitate release of the information by former school/school district.

(ii) The school administrative personnel should contact the local health department to obtain information about the immunization status of a homeless student. If there are no records of the homeless student's immunization status, an appointment for the student needs to be made within the local health department and follow-up provided to ensure that the student has been immunized.

(g) Guardianship/Custody.

(i) A homeless student may arrive at the school without a parent or legal guardian and want to enroll. If so, enroll the student and make every effort to contact the parent/guardian to complete the enrollment process or in cases of suspected abuse, contact the local social services agency. Maintain documentation of all written/verbal communication and home visits to contact the parent/guardian.

(ii) In exceptional cases where no parent/guardian can be located, contact the local social services agency to report

the homeless child as a child in need of assistance, and in the interim, appoint an adult (relative, friend or volunteer) who will act in place of a parent to make educational decisions. A "Release of Information" form may be used to assist in obtaining the necessary authorization as part of this process.

(h) Transfer/Withdrawal

(i) Homeless students often leave school without officially transferring or withdrawing from the school. In this event, follow policy established by the Board of Education.

Receiving school: If a homeless student is transferring without the proper transfer or withdrawal form from the previous school, enroll the student and call the former school for transfer and/or withdrawal information.

Sending school: Give requested information by telephone and forward records for the homeless student within 15 days. Complete necessary forms to place student on transfer or withdrawal status at your school.

(ii) Homeless students may return to their former school or transfer to a new school within the same academic year. In this event, make every effort to remove student from withdrawal status and place on re-entry or transfer status. School administrative personnel should contact the previous school by telephone to request the student's records and discuss educational placement. Student records should be forwarded within 15 days.

(i) Prompt Resolution of Interdistrict Disputes. If there is a dispute about the proper placement of a homeless child between the school district of the child's school of origin and the school district where the child is presently living, administrative personnel from both districts have the responsibility to bring the matter to the attention of an Assistant State Superintendent (or other designee of the State Superintendent, Alabama Department of Education) immediately for an interim resolution to avoid any delay in the enrollment of a homeless child. The school districts involved shall enroll the child without delay in accordance with the decision of the Assistant State Superintendent or other designee; however, a school system may seek review of the decision by the State Superintendent in accordance with section (i) below.

(j) Resolution of Disputes

(i) Enrollment shall not be denied pending resolution of a dispute. Any dispute in regard to providing

public education to a child who may be eligible or designated as homeless shall follow Board Administrative Regulations.

(ii) In the event of a dispute regarding eligibility or placement, the parent or guardian shall be given notice of their right to a review. In the event the dispute cannot be resolved locally, the parent or guardian may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent, Alabama Department of Education. The Assistant Superintendent, or other designee, will address the issues in the dispute within 10 days from the receipt of a written request for resolution.

(iii) The Assistant Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.

(iv) The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education which have not been resolved by the Assistant Superintendent or other designee. The decision of the State Superintendent shall be final.

(k) Transfers from Non-Accredited Schools/School Setting(s). Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Core courses shall be defined as English, mathematics, science, and social studies.

1. The transfer of credits and/or appropriate placement shall be as follows:

(i) Credit for elective courses shall be transferred without validation.

(ii) Non-contested credit for core courses shall be transferred as follows:

(I) Using all official records and nationally standardized tests, the principal or his/her designee shall determine placement and notify the student and the parent(s)/guardian(s).

(II) If the parent(s)/guardian(s) agrees with the placement decision, the student shall be placed.

(III) Following placement, for any initial core course successfully completed, transfer of previous credit earned at a

non-accredited school(s) in that subject area shall be accepted without further validation.

(iii) Contested credit for core courses shall be transferred as follows:

I. If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.

II. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

2. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school's previous semester tests for core courses.

(l) Transfers from Accredited Schools: A student transferring to an Alabama public school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).

(m) High School Graduation Exam/Local Board of Education Requirements: All transfer students must pass the Alabama Basic Skills Exit Exam/Alabama High School Graduation Examination and meet local board of education graduation requirements.

(8) Diploma Requirements. Effective for students who begin the ninth grade in the 1996-97 school year, to earn an Alabama high school diploma, students shall pass the required assessment and earn the required credits for the Alabama High School Diploma or the Alabama High School Diploma with Advanced Academic Endorsement. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements for the Alabama High School Diploma. The Alabama state course of study shall be followed in determining minimum required content in each discipline. Content of courses not defined in the Alabama courses of study shall be approved by the local board of

education. Refer to AAC Rule 290-3-1-.02(08) (g) for requirements of the Alabama Occupational Diploma.

(a) Alabama High School Diploma.

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics.....	4
Two credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Two additional mathematics credits	2
Science.....	4
Two credits to include the equivalent of:	
Biology.....	1
A physical science.....	1
Two additional science credits	2
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - Social Studies.....	1
Grade 10 - Social Studies.....	1
Grade 11 - Social Studies.....	1
Grade 12 - Social Studies.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education.....	0.5
Computer Applications**.....	0.5
Electives.....	5.5

Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation, and driver education as electives.

TOTAL..... 24

*All four required credits in Social Studies shall comply with the current Alabama Course of Study.

**May be waived if competencies outlines in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the elective credits, making a total of six elective credits.

(b) Alabama High School Diploma with Advanced Academic Endorsement. Students shall complete advanced level work in the core curriculum consistent with any guidelines established by the State Department of Education and local boards. Local board of

education may create honors curricula that include rigor above that of the Advanced Academic Endorsement.

	Credits
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics.....	4
Three credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Algebra II with Trigonometry.....	1
One Additional Mathematics Credit (as defined in course of study)	1
Science.....	4
Two credits to include the equivalent of:	
Biology.....	1
A Physical Science (as defined in course of study)	1
Two additional science credits (as defined in course of study)	2
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - Social Studies.....	1
Grade 10 - Social Studies.....	1
Grade 11 - Social Studies.....	1
Grade 12 - Social Studies.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education.....	0.5
Computer Applications**.....	0.5
Foreign Language***.....	2
Electives.....	3.5
Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation, and driver education as elective credits.	
TOTAL.....	24

*All four required credits in Social Studies shall comply with the Alabama Course of Study.

**May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit will then be added to the elective credits, making a total of four elective credits.

***Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

Effective with the ninth grade class of 2009-2010, the Alabama High School Diploma with Advanced Academic Endorsement becomes the first-choice diploma for high school students.

(c) Alabama High School Diploma with Credit-Based Endorsement. Effective for students in the twelfth grade during the 2007-2008 school year, local boards of education may offer an Alabama High School Diploma with Credit-Based Endorsement. To earn this endorsement, eligible general education students and students with disabilities, as defined by the *Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973*, shall complete the required credits in the core curriculum [general education students - AAC Rule 290-3-1-.02(8)(a); students with disabilities - AAC Rule 290-3-1-.02(8)(a) or AAC Rule 290-3-1-.02(8)(g)] for an Alabama diploma. Effective for students entering the ninth grade in the 2009-2010 school year, one Career/Technical Education (CTE) credit is required.

(d) Credit Restrictions.

1. A student shall not earn credit toward graduation for a course that duplicates course content for which credit has already been awarded.

2. Embedded Credit. Career/technical programs, with a strong emphasis on academic content, can offer instruction giving students experience with high levels of mathematics and science and the application of mathematics and science concepts to solve problems.

(i) Academic credit may be awarded upon completion of qualifying career/technical programs.

(ii) The State Superintendent shall determine eligibility of career/technical programs that qualify for award of embedded credit.

(iii) A total of two embedded credits may be earned by a completor of a career/technical program, one in mathematics and one in science.

3. Applied Academic Courses. Applied academics is the presentation of subject matter in a way that integrates a particular academic discipline such as mathematics, science, or English with work-force applications and hands-on laboratory experiences dealing with practical equipment and devices. These courses must have a structured curriculum, undergo rigorous scrutiny including pilot testing, and have the approval of the State Superintendent.

4. Distance Learning. Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one on-line/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.

(e) Changing Diploma Options.

1. After changing from the regular diploma option to the advanced academic endorsement option, additional applied academic courses would not be allowable.

2. Upon changing a diploma option, students must be advised of the ramifications of their decision by appropriate school personnel.

3. Eligible students for the Alabama High School Diploma with Credit-Based Endorsement are those who have taken the *Alabama High School Graduation Exam* through the twelfth grade and have passed three of the five subject-area tests of the exam. Students must pass reading, mathematics, and one of the science, language, or social studies subject-area tests. Local education agencies shall advise these students at the end of their eleventh grade of the necessity to take a CTE course in order to earn the Alabama High School Diploma with Credit-Based Endorsement.

(f) Substitution Subjects for Physical Education in Grades 9-12. Until funding is obtained for K-8 physical education teachers, there will be no exception to the one required unit of physical education in Grades 9-12. Any Alabama public school system that has adequate certified physical education teachers in Grades K-8 may request of the State Superintendent of Education that the exemptions of the one credit of physical education in grades 9-12 be applied as listed below:

1. May substitute physical activity-based subjects (e.g. R.O.T.C., Marching band, and athletics) and other subject areas under exceptional circumstances for physical education under the following conditions:

(i) A plan which reflects collaboration with the physical education teacher at the school must be developed to ensure that students master the required content standards and benchmarks as outlined in the *Alabama Course of Study: Physical Education*.

(ii) The Alabama State Department of Education (SDE) Physical Fitness form verifying test results for exempted students as for all students must be submitted to the SDE.

(iii) Such other conditions as prescribed by local boards of education. This subsection (f) becomes effective with the class entering the ninth grade in the fall of 2006.

2. No other substitutions are authorized unless written authorization for such substitutions is secured from the State Superintendent of Education.

(g) Conditions Pertaining to Issuance of Diploma

1. High school diplomas shall be issued only upon the authority of the county or city board of education and shall be on forms prescribed or approved by the local board. Diplomas shall bear the signature of the local superintendent of education and the principal of the school. It is recommended that the signature of the chairman of the city or county board of education be included also.

2. All state public secondary schools shall have the "Great Seal of Alabama" on the face of the diploma issued by the school.

3. High schools are not authorized to issue the Alabama High School Diploma as a result of any assessment other than the assessment required for Alabama High School Diploma which must be passed in conjunction with earning the credits listed in AAC Rule 290-3-1-.02(8)(a).

4. High schools, with local education agency approval, are authorized to issue the Alabama High School Diploma, using alternate requirements, to any student with a disability(s) as defined by the *Individuals with Disabilities Education Act*, and/or *Section 504 of the Rehabilitation Act of 1973*, who has taken the Alabama High School Graduation Exam (AHSGE) through the twelfth grade, has passed all except one subject-area test of the AHSGE, and has met all other graduation requirements. Documentation of alternate requirements must include evidence of having earned all required credits for graduation, of possessing a disability which substantially limits ability to demonstrate achievement in the area where a subject-area test of the AHSGE has not been passed, of having participated in remediation of the AHSGE subject-area test not passed, of having fulfilled attendance requirements, and of having acquired a cumulative C average in Grades 9-12. The flexibility granted here is retroactive to students who began the ninth grade in the 1997-1998 school year. Effective for students in the twelfth grade during the 2007-2008 school year with no retroactivity, these alternate requirements also apply to students with disabilities who are eligible for the Alabama High

School diploma with Credit-Based Endorsement and have passed three of the five subject-area tests of the exam.

5. Local boards of education shall ensure that all courses required for the Alabama High School Diploma with Advanced Academic Endorsement are made available to every high school student who begins the ninth grade in the 1996-97 school year and thereafter.

(h) Requirements for the Alabama Occupational Diploma. Effective for students with disabilities as defined by the Individuals with Disabilities Education Act, students must earn the course credits outlined in AAC Rule 290-3-1-.02(8)(h)1. and take the Alabama High School Graduation Exam at least once (Spring of the 11th grade), in order to be awarded the Alabama Occupational Diploma.

1. Alabama Occupational Diploma

	Credits
English Language Arts.....	4
*Four credits to include the equivalent of:	
English I	1
English II.....	1
English III.....	1
English IV.....	1
Mathematics.....	4
*Four credits to include the equivalent of:	
Math I	1
Math II	1
Math III	1
Math IV	1
Science.....	4
*Four credits to include the equivalent of:	
Science I.....	1
Science II.....	1
Science III.....	1
Science IV.....	1
Social Studies.....	4
*Four credits to include the equivalent of:	
Social Studies I.....	1
Social Studies II.....	1
Social Studies III.....	1
Social Studies IV.....	1
Career/Technical Education.....	2
Coordinated Studies or Transition Services.....	1
Cooperative Career/Technical Education.....	1
Health Education.....	0.5
Physical Education.....	1
Arts Education.....	0.5

Electives 2
 (Existing laws require LEAs to offer arts education, physical education, wellness education, career/technical education, and driver education as electives.)

TOTAL 24

*All AOD credits shall comply with the current curriculum guides designated for AOD implementation. Local Education Agencies may add additional credits or requirements.

2. Each local education agency shall offer students with disabilities the option to earn an Alabama Occupational Diploma in all high schools. The local school board shall make provisions for each student to participate in general, career/technical, and other courses, as appropriate, for meeting graduation requirements. Any student with a disability completing these requirements shall be awarded an Alabama Occupational Diploma and afforded the opportunity to participate in the local education agency's activities related to graduation.

3. The IEP Team must select a program of study leading toward the Alabama High School Diploma, the Alabama Occupational Diploma, or the Graduation Certificate, and document this decision on the IEP developed during the student's ninth grade year, or the IEP developed during the year prior to the student's sixteenth birthday, whichever occurs first. This decision must be review annually.

4. Each local education agency must develop procedures for ensuring that students may select and move between courses of study leading to the Alabama High School Diploma, the Alabama Occupational Diploma, and the Graduation Certificate, as appropriate.

5. Nothing contained in this rule shall be construed to limit or restrict the right of a student with a disability solely to the Alabama Occupational Diploma. When there is indecision regarding which diploma option would be most appropriate for a student, the IEP Team is strongly encouraged to select the higher of the options being considered.

6. Each student with a disability who completes the required Alabama Occupational Diploma coursework and passes all sections of the *Alabama High School Graduation Exam* must be awarded the Alabama High School Diploma. If one subject-area test of the *Alabama High School Graduation Exam (AHSGE)* is not passed, but all other graduation requirements for the Alabama High School Diploma have been met, then alternate documentation (obtained all required course credits for the Alabama High School

Diploma, documented the disability(s) in the area where a subject-area test of the *AHSGE* is not passed, participated in remediation, met attendance requirements, and holds a cumulative C average in Grades 9-12) is used to confer the Alabama High School Diploma. The flexibility granted here is retroactive to first-time ninth graders in or after the 1997-1998 school year (Class of 2001) and applies only to students with disability(s) (defined by the *Individuals with Disabilities Education Act*) taking the *Alabama High School Graduation Exam*.

7. Each local education agency shall distribute to parents of eighth-grade students with disabilities information explaining the diploma exit options available in Alabama.

(h)1. Alabama High School Diploma with Advanced Career/Technical Endorsement. Students may earn an Alabama High School Diploma with Advanced Career/Technical Education (CTE) endorsement by completing advanced-level work in the core curriculum and attaining CTE complete status consistent with guidelines established by the State Department of Education and local boards of education. Credit earned through applied academic courses, embedded credit, or substitute credit situations will satisfy the core curriculum requirements (as indicated below) for a diploma with the advanced career/technical endorsement. (Refer to Substitution Subjects, AAC Rule 290-3-1-.02(8)(e).)

	<u>Credits</u>
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1
English 12.....	1
Mathematics	4
Four credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Algebra II with Trigonometry.....	1
Mathematics Elective (may be embedded/substituted)	1
Science	4
Four credits to include the equivalent of:	
Biology.....	1
A physical science.....	1
Science Electives (1 may be embedded/substituted)..	2
Social Studies*.....	4
Four credits to include the equivalent of:	

Grade 9 - Social Studies.....	1
Grade 10 - Social Studies.....	1
Grade 11 - Social Studies.....	1
Grade 12 - Social Studies.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education	0.5
Computer Applications**.....	0.5
Career/Technical Education.....	3
Three credits (Completer Status) to include the equivalent of:	
Three credits in a career/technical education program, or	
Two credits in an occupational program plus the Advanced Cooperative Education work-based experience***	
Electives***	2.5
Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation, and driver education as elective credits. Local boards are not required to implement this diploma endorsement.	
TOTAL	24

*All four required credits in Social Studies shall comply with the current *Alabama Course of Study*.

**May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated half credit will then be added to the elective credits, making a total of three elective credits.

***Students may earn the advanced career/technical and the advanced academic endorsement concurrently if all requirements for the advanced academic endorsement are met.

2. Alabama High School Diploma with Career/Technical Endorsement. Students may earn an Alabama High School Diploma with Career/Technical Education (CTE) endorsement by completing the required credits in the core curriculum, attaining concentrator status, and earning one additional CTE or academic credit related to the student's career objective consistent with any guidelines established by the State Department of Education and local boards of education.

	<u>Credits</u>
English Language Arts.....	4
Four credits to include the equivalent of:	
English 9.....	1
English 10.....	1
English 11.....	1

English 12.....	1
Mathematics	4
Four credits to include the equivalent of:	
Algebra I.....	1
Geometry.....	1
Mathematics Electives (1 may be embedded/substituted)	2
Science	4
Four credits to include the equivalent of:	
Biology.....	1
A physical science.....	1
Science Electives (1 may be embedded/substituted)...	2
Social Studies*.....	4
Four credits to include the equivalent of:	
Grade 9 - Social Studies.....	1
Grade 10 - Social Studies.....	1
Grade 11 - Social Studies.....	1
Grade 12 - Social Studies.....	1
Physical Education.....	1
Health Education.....	0.5
Arts Education	0.5
Computer Applications**.....	0.5
Career/Technical Education.....	3
Three credits (Completer Status) to include the equivalent of:	
Two credits in a career/technical education program, and	
One career/technical education or academic credit related to student's objective	
Electives	2.5
Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation, and driver education as elective credits. Local boards are not required to implement this diploma endorsement.	
TOTAL	24

*All four required credits in Social Studies shall comply with the current *Alabama Course of Study*.

**May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated half credit will then be added to the elective credits, making a total of three elective credits.

***The Alabama courses of study shall be followed in determining minimum requirements for the sequence of Career/Technical Education courses.

(8.1) Requirements for Graduation from High School.
 STANDARD DIPLOMA. EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH
 GRADE IN THE 1985-86 SCHOOL YEAR. Graduation from an Alabama
 high school denotes the completion of a school program which has
 been planned and administered to meet as nearly as possible the
 needs of the students. The Alabama state course of study shall
 be followed in meeting the program requirements:

(a-1) Standard Diploma.

English.....	4
Mathematics.....	2
Social Studies.....	3
Alabama History	0.5
Anthropology or Consumer Economics or World Geography or World Issues.....	0.5
United States History.....	1
United States Government.....	0.5
Economics.....	0.5
[If opted for economics at lower level, that economics cannot be substituted for the higher-level economics]	
Science.....	2
Life Sciences	1
[including, but not limited to, Biology, Human Anatomy, Marine Science, Physiology, Ecology]	
Physical Sciences	1
[including, but not limited to, Physical Science, Chemistry, Physics]	
Computer Literacy *	
Health Education.....	0.5
Physical Education.....	1
Electives.....	9.5
MINIMUM UNITS REQUIRED	
TOTAL.....	22

Pass the Alabama High School Graduation Exam.

* Become knowledgeable by participation in related coursework.

(b-1) Career/technical classes extending over two or
 more class periods per day, area vocational school subjects,
 R.O.T.C., and marching band may be taken in lieu of physical
 education in Grades 9 through 12, EXCEPT as provided in AAC Rule
 290-3-1-.02(8.1) (d-1) below.

(c-1) Members of interscholastic athletic teams be granted credit in physical education while currently participating in such sports (effective with the class which enters the ninth grade in the fall of 1985), EXCEPT as provided in AAC Rule 290-3-1-.02(8.1)(d-1) below.

(d-1) Students in Grades 9-12. Until funding is obtained for K-8 physical education teachers, there will be no exception to the one required unit of physical education in Grades 9-12. Any Alabama public school system that has adequate certified physical education teachers in Grades K-8 may request of the State Superintendent of Education that the exemptions of the one unit of physical education in grades 9-12 be applied as provided in AAC Rule 290-3-1-.02(8.1)(b-1) and AAC Rule 290-3-1-.02(8.1)(c-1) as listed above.

1.-1. May substitute academic/credit subjects for physical education under the following conditions:

(i-1) Subject(s) to be substituted must be taken during the regular school year; and

(ii-1) Subject(s) must be offered in the regular school curriculum in the categories of math, languages, science, social studies and fine arts; and

(iii-1) Subject(s) must be taken in addition to the normal credit load; and

(iv-1) Students taking such subjects must have and must maintain the scholastic average required by the local school/system of students who take above the normal loads; and

(v-1) Student(s) must have parental consent; and

(vi-1) Such other conditions as prescribed by local boards of education. This subsection (d-1) becomes effective with the class which enters the ninth grade in the fall of 1985.

2.-1. No other substitutions are authorized unless written authorization for such substitutions is secured from the State Superintendent of Education.

(e-1) Beginning with pupils who enter the tenth grade during the school year 1982-83, all pupils in public high schools of Alabama will be required to have successfully completed an approved one-semester course in health education before high school graduation pursuant to Code of Ala. 1975, §16-40-7.

(f-1) It is recommended that ninth grade Alabama History be taught in the first semester and Current Affairs--Contemporary World Studies the second semester; and in the twelfth, American Government be taught the first semester and Economics the second semester in order that uniformity throughout the state may be observed as much as possible. However, where a hardship is inflicted through the furnishings of textbooks, these courses may be taught simultaneously. The larger schools will be affected most by this necessity. In no case should the order be completely reversed.

(g-1) A minimum of twenty-two units of credit are required for graduation.

(h-1) Except in case of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation. If so desired, a local board of education may require students residing within its attendance zone and transferring from a non-accredited school/school setting to attend its school(s) for two (2) entire high school years immediately preceding the date of graduation. In the event of the transfer from one school to another of a twelfth grade student who wishes to become a candidate for graduation at the end of the year, the school receiving the student should require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student has withdrawn. The letter of approval together with any necessary memoranda should be filed with the transcript of the student's record from the discharging school. In case of doubt as to procedure or appropriate action in such case, either or both of the principals of the schools concerned should discuss the matter with the State Department of Education.

(i-1) High school diplomas shall be issued only upon the authority of the county or city board of education and shall be on forms prescribed or approved by the board. Diplomas shall bear the signature of the local superintendent of education and the principal of the school. It is recommended that the signature of the chairman of the city or county board of education be included also.

(j-1) All state public secondary schools shall have the "Great Seal of Alabama" on the face of the diploma issued by the school.

(k-1) High schools are not authorized to issue a diploma as a result of GED tests or any other tests with the exception of

the Alabama High School Graduation Exam which must be passed in conjunction with the units listed in AAC Rule No. 290-3-1-.02 (8.1) (a-1).

(l-1) In special cases a student may be enrolled in fewer than four subjects if circumstances warrant a special schedule. This must be approved by the principal.

(m-1) Special Education students should follow the program guidelines of the State Department of Education.

(n-1) Adult Basic Education students will follow the prescribed regulations for adults.

(o-1) All schools shall follow the course offering requirements contained in courses of study as published by the Alabama State Department of Education. A list of courses of studies may be obtained without cost from the State Superintendent of Education, Montgomery, AL 36130.

(8.2) Requirements for Graduation for High School.
 ADVANCED DIPLOMA. EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH GRADE IN THE 1985-86 SCHOOL YEAR. Full implementation of the foregoing requirements shall be contingent upon adequate and proper funding of these programs. Graduation from Alabama high school denotes the completion of a school program which has been planned and administered to meet as nearly as possible the needs of the students. The Alabama state courses of study shall be followed in meeting the program requirements:

(a-2) Advanced Diploma.

English	4
Foreign Language*	2
Mathematics	3
Geometry.....	1
Algebra II.....	1
Math Elective**.....	1
Social Studies	4
Alabama History.....	0.5
Anthropology or Consumer	
Economics or World	
Geography or World	
Issues.....	0.5
United States History.....	1
World History ²	1
United States Government.....	0.5
Economics.....	0.5
[If opted for economics at lower	
level, that economics cannot be	

substituted for the higher-level economics]	
Science	3
Life Sciences (including, but not limited to, Biology, Marine Science, Human Anatomy, Physiology, Ecology)	1
Physical Sciences.....	1
(including, but not limited to, Physics, Chemistry, and Physical Science)	
Elective (Either Life or Physical Sciences)..	1
Computer Literacy***	
Health Education	0.5
Physical Education	1
Electives	4.5
MINIMUM UNITS REQUIRED	TOTAL..... 22*****

Pass the Alabama High School Graduation Exam.

*The student must earn two (2) years in any one foreign language, Grades 7-12, for the advanced diploma. To satisfy the Advanced Diploma requirement, the content of the courses must be consistent with Level I and Level II as listed in the Alabama Course of Study; Foreign Language regardless of the grade level of the student.

**For the student who takes Algebra I in the ninth grade, Algebra I may serve as the elective. For the student who takes Algebra I in the eighth grade, the Mathematics elective can be any other math course, but the student should be encouraged to take a higher math course when it is available.

***The student should become knowledgeable by participation in related coursework.

****Reserved. Removed effective 11-28-88.

¹Reserved. Removed effective 11-28-88.

²Advanced Placement European History may be substituted for World History.

*****Minimum units required. Students should be encouraged to complete additional units.

(b-2) Career/technical classes extending over two or more class periods per day, area vocational school subjects, R.O.T.C., and marching band may be taken in lieu of physical

education in grades 9 through 12, EXCEPT as provided in AAC Rule 290-3-1-.02(8.2) (d-2) below.

(c-2) Members of interscholastic athletic teams be granted credit in physical education while currently participating in such sports (effective with the class which enters the ninth grade in the fall of 1985), EXCEPT as provided in AAC Rule 290-3-1-.02(8.2) (d-2) below.

(d-2) Students in Grades 9-12. Until funding is obtained for K-8 physical education teachers, there will be no exception to the one required unit of physical education in Grades 9-12. Any Alabama public school system that has adequate certified physical education teachers in grades K-8 may request of the State Superintendent of Education that the exemptions of the one unit of physical education in grades 9-12 be applied as provided in AAC Rule 290-3-1-.02(8.2) (c-2) and as listed below:

1.-2. May substitute academic/credit subjects for physical education under the following conditions:

(i-2) Subject(s) to be substituted must be taken during the regular school year; and

(ii-2) Subject(s) must be offered in the regular school curriculum in the categories of math, languages, science, social studies and fine arts; and

(iii-2) Subject(s) must be taken in addition to the normal credit load; and

(iv-2) Students taking such subjects must have and must maintain the scholastic average required by the local school/system of students who take above the normal loads; and

(v-2) Student(s) must have parental consent; and

(vi-2) Such other conditions as prescribed by local boards of education. This subsection (d-2) becomes effective with the class which enters the ninth grade in the fall of 1985.

2.-2. No other substitution are authorized unless written authorization for such substitution is secured from the State Superintendent of Education.

(e-2) Beginning with pupils who enter the tenth grade during the school year 1982-83, all pupils in public high schools of Alabama will be required to have successfully completed an approved one-semester course in health education before high school graduation pursuant to Code of Ala. 1975, §16-40-7.

(f-2) It is recommended that ninth grade Alabama History be taught in the first semester and Current Affairs--Contemporary World Studies the second semester; and in the twelfth, American Government be taught the first semester and Economics the second semester in order that uniformity throughout the state may be observed as much as possible. However, where a hardship is inflicted through the furnishings of textbooks, these courses may be taught simultaneously. The larger schools will be affected most by this necessity. In no case should the order be completely reversed.

(g-2) A minimum of twenty-two units of credit are required for graduation.

(h-2) (Refer to Requirements for Graduation from High School. STANDARD DIPLOMA, EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH GRADE IN THE 1985-86 SCHOOL YEAR. AAC Rule 290-3-1-.02(8.1)(h-1), which is also applicable to this section).

(i-2) High school diplomas shall be issued only upon the authority of the county or city board of education and shall be on forms prescribed or approved by the board. Diplomas shall bear the signature of the local superintendent of education and the principal of the school. It is recommended that the signature of the chairman of the city or county board of education also be included.

(j-2) All state public secondary schools shall have the "Great Seal of Alabama" on the face of the diploma issued by the school.

1.-2. The State Superintendent of Education is authorized to evaluate and approve requests from local superintendent of education for course substitutions in the Advanced Diploma requirements which are compatible with the Advanced Diploma intent of providing opportunities for the educational growth of higher achieving students.

(k-2) High schools are not authorized to issue a diploma as a result of GED tests or any other tests with the exception of the Alabama High School Graduation Exam which must be passed in conjunction with the Carnegie units as listed above.

(l-2) The student's program, Grades 9-12, normally will include five academic subjects, and health and physical education or an appropriate substitute. If more than the normal program is considered by a student, he/she must have the approval of the principal.

(m-2) In special cases a student may be enrolled in fewer than five subjects if circumstances warrant a special schedule. This must be approved by the principal.

(n-2) Special education students should follow the program guidelines of the State Department of Education.

(o-2) Adult Basic Education students will follow the prescribed regulations for adults.

(p-2) All schools shall follow the course offering requirements contained in courses of study as published by the Alabama State Department of Education. A list of courses of studies may be obtained without cost from the State Superintendent of Education, Montgomery, AL 36130.

(q-2) Local boards of education shall insure that all courses required for the advanced diploma are made available to every high school student who begins the ninth grade in the 1985-86 school year and thereafter.

(8.3) Requirements for Graduation Certificate. GRADUATION CERTIFICATE. EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH GRADE IN THE 1988-89 SCHOOL YEAR. The Graduation Certificate from an Alabama High School denotes that a student has not met the requirements for a diploma. The Alabama state courses of study, AAC Rule 290-040-020-.04 Student Assessment - Exceptional Students and AAC Rule 290-080-090 shall be followed in planning the student's program:

(a) Graduation procedures for Special Education Students.

1. Each local board of education shall follow and/or implement the following graduation policies and procedures (rules) for special education students:

(i) Each special education student who successfully completes his/her Individual Education Plan (IEP) will be afforded the opportunity to participate in local education agency activities related to graduation.

(ii) Each special education student who accumulates the required number of Carnegie units for graduation, but does not pass the Alabama High School Graduation Examination shall be awarded a graduation certificate and afforded the opportunity to participate in local education agency activities related to graduation.

(iii) Each special education student who passes the Alabama High School Graduation Examination, but does not accumulate the required number of Carnegie units for graduation shall be awarded a graduation certificate and afforded the opportunity to participate in local education agency activities related to graduation.

(iv) Each special education student who successfully completes the prescribed program specified in his/her Individual Education Plan (IEP) for high school graduation shall be awarded a graduation certificate and afforded the opportunity to participate in local education agency activities related to graduation.

(v) Graduation Activities. It is the intent and desire of the State Board of Education that graduation activities and procedures for awarding the standard or advanced or adult program (or any other type authorized by this Board) high school diploma (exit document) and a graduation certificate (exit document) to each eligible student (to include special education students) be integrated and identical with no distinctions/differentiations made in regard to the way the exit document is awarded or presented.

(b) Health education. Beginning with pupils who enter the tenth grade during the school year 1982-83, all pupils in public high schools of Alabama will be required to have successfully completed an approved one-semester course in health education before high school graduation pursuant to Code of Ala. 1975, §16-40-7.

(c) Issuance of graduation certificates. High school graduation certificates shall be issued only upon the authority of the county or city board of education and shall be on forms prescribed or approved by the board.

1. Signatures on graduation certificates. Graduation certificates shall bear the signature of the local superintendent of education and the principal of the school. It is recommended that the signature of the chairman of the county or city board of education be included also.

2. Seals. All state public secondary schools shall have "Great Seal of Alabama" on the face of the graduation certificate issued.

(d) Authorization limited. Local boards of education/high schools are not authorized to issue a graduation certificate as a result of GED tests or any other tests.

(e) Special Education students should follow the program guidelines of the State Department of Education.

(f) All schools shall follow the course offering requirements contained in courses of study as published by the Alabama State Department of Education. A list of courses of studies may be obtained without cost from the State Superintendent of Education, Montgomery, Alabama 36130-3901.

(9) Time Allotment and Credit Requirements for Secondary Schools.

(a) One credit may be granted in Grades 9-12 for required for elective courses consisting of a minimum of 140 instructional hours or in which students demonstrate mastery of Alabama course of study content standards in one credit courses without specified instructional time. This does not impact Section 16-1-1 and AAC r. 290-3-1-.02(2)(a) (length of school day) or Section 16-13-231 (number of days in a school year). All subjects taught are considered major subjects. The Alabama State Department of Education does not recognize major and minor subjects in Grades K-12.

(b) Any fractional credit which a student earns may be combined with any other fractional credit and cumulatively count toward graduation or for promotional purposes.

(c) One-half credit may be granted for required or elective course consisting of a minimum of 70 instructional hours or in which students demonstrate mastery of Alabama course of study content standards in one-half credit courses without specified instructional time.

(d) A school year consists of the regular academic year plus the following summer school.

(e) Repealed 04-09-87 effective 05-22-87.

(10) Credit Recovery. Local boards of education may establish Credit Recovery programs allowing certain students learning opportunities to master concepts and skills in one or more failed courses. Course content for credit recovery courses shall be composed of standards in which students proved deficient rather than all standards of the original course. LEAs offering credit recovery courses must develop programs including regulations and processes addressing admission and removal, instruction, content and curriculum, grades, and credits. Schools may offer these courses using computer software, online instruction, or teacher-directed instruction. The curriculum

shall align with State Board of Education Alabama courses of study content standards in which students are deficient.

(11) Dual Enrollment - Postsecondary Institutions.

Local boards of education may establish dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program is open to all students meeting the following requirements:

(a) Eligible Students. Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:

1. Have a "B" average, as defined by local board of education policy, in completed high school courses;

2. Have written approval of the student's principal and superintendent; and

3. Be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with AAC Rule 290-8-9-.17 regarding gifted and talented students.

4. Students enrolled in Grades 10, 11, or 12 who do not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies, if applicable, which the student intends to pursue at the postsecondary level and have maintained an overall grade point average of 2.50. Students enrolled under this provision must have written approval of the student's principal and superintendent.

(b) Course offerings.

1. Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.

2. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's principal, superintendent, and the participating postsecondary institution president.

3. Local boards of education shall adopt policies addressing parental permission and travel for courses offered off the high school campus during the normal school day.

(c) Credits. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the local board of education and participating postsecondary institutions.

(d) Articulation. Four year colleges/universities are encouraged to participate in this program utilizing the same guidelines.

(e) Early College Enrollment Program (ECEP).

1. Local boards of education may elect to participate in the ECEP, a dual enrollment program for career and technical education students, following established guidelines found in the Career and Technical Education Methods of Administration Manual. Guidelines may be obtained from the Career and Technical Education Section.

2. This program will become effective for the juniors and seniors beginning with the 2008-2009 school year.

(12) Correspondence Courses. Credit for correspondence courses may be allowed only on the following conditions:

(a) Written approval must be given by both the principal and superintendent before the correspondence work is begun.

(b) Credits can be earned through correspondence from institutions recognized by the State Department of Education and from institutions accredited by the national accrediting agency recognized by the U.S. Office of Education.

(c) Only one credit may be earned during the regular school year by the student, and this credit shall be included in calculating his program of study.

(d) Correspondence work should be taken only when the curricular offerings deny a student a course he particularly needs.

(13) Online Courses. Credit for online courses may be allowed only on the following conditions:

(a) Credit Restrictions.

1. Written approval must be given by both the principal and superintendent before the online course is begun.

2. Online courses qualifying for credit in required courses must contain all required content identified in Alabama courses of study.

3. Online course credit shall be included in calculating a program of studies, in accordance with AAC Rule 290-3-1-.02(9)(d).

(b) Delivery Requirements.

1. Online course delivery not supported by the Alabama Department of Education must be from institutions accredited by Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Western Association of Schools and Colleges, or other organizations approved by the State Board of Education.

2. Students shall complete all scheduled tests and labs during a regular class scheduled within the normal school day, except for related research/homework. The normal school day shall include night school, summer school, and other scheduled extended day periods as approved by the local school.

3. Homebound students may participate in approved online courses upon request and notification to the SDE of students' homebound status by the local school system superintendent. Homebound students must complete all graded activities in the presence of a facilitator provided by the school system and meeting the requirements identified in AAC Rule 290-3-2-.02(12)(d)1.

4. Schools enrolling students in online courses will provide students with appropriate technology, adequate supervision, and technical assistance, in accordance with State Department of Education (SDE) online technology requirements for local implementation.

(c) Approval Process.

1. Courses other than those provided by the SDE fulfilling the requirement of four credits per core content area must be approved and registered before schools offer them for credit. Registration forms and guidelines may be obtained from the SDE.

2. Elective courses from any source need no SDE approval, but all online courses not provided by the SDE must be registered with the SDE.

(d) Personnel Requirements.

1. All online courses shall have an adult facilitator approved by the local school who has completed professional development in online methodology and technical aspects of Web-based instruction and serves as a liaison to online teachers and providers.

2. Teachers who deliver instruction online must be certified and highly qualified teachers in the content area of the course or faculty members of an institution of higher education accredited by an agency named in AAC Rule 290-3-1-.02(12)(b)1. These teachers must possess expertise in the specific content area and must have participated in in-service education, sponsored by the providing institution, pertaining to instructional methodology and technical aspects of online delivery.

(e) Financial Responsibility. School systems will be responsible for equipment, textbooks, software, and supplemental resources for courses necessary for completion of graduation requirements and for costs associated with the delivery of courses not provided by the SDE.

(f) Assigning Grades. Numerical grades shall be assigned by the online teacher and accepted by the participating high school. Honor points, weighting, and other special considerations will be made, when appropriate, at the discretion of the local school administration.

(14) Tutorial Study.

(a) Approval from the principal and superintendent must be granted to a student prior to registering for a course or grade level in which the tutored subject is pursued.

(b) When it becomes necessary for an elementary, junior, or middle school student to be tutored in a subject, his

program shall be administered and supervised by the principal and the local superintendent.

(c) Students shall be tutored by teachers who meet the same qualifications as those in an accredited school.

(d) A teacher in the school shall not be employed to tutor students in subjects this teacher has taught them, or is now teaching them, unless there is no other reasonable alternative.

(e) A student may earn through tutorial study one credit or two half-credits of work during the scholastic year. This restriction does not apply to homebound students.

(f) Only four units of the regular number required for graduation can be earned through tutorial study. This restriction does not apply to homebound students.

(g) It is further required that an examination be prepared and administered by the principal of the school in which the tutored students are enrolled.

(h) In no case should examinations be given for work covered by tutoring unless the course has been covered as thoroughly as in the regular session.

(i) Examinations are to be kept on file in the office of the school principal for one semester.

(15) Physical Education.

(a) Pursuant to Code of Ala. 1975, §16-40-1, each school shall carry out a system of physical education which includes:

1. Planning a program to meet the needs of all students. A modified program shall be provided for those unable to take the regular program.

2. Providing a properly certified physical education teacher as specified in the certification Subject and Personnel Codes.

3. Scheduling classes which meet or exceed the minimum requirements of the Alabama Course of Study: Physical Education.

4. Assigning students by grades if possible. If grouping is necessary, consideration should be given to primary grades, and Grades 4-5, 6-7, 7-8, 9-10, and 11-12.

5. Limiting the number of students enrolled in a physical education program to the number prescribed by the Southern Association of Colleges and Schools.

6. Providing for physical education through the regular school budget.

(16) Drug Education. In accordance with Code of Ala. 1975, Title 16, Chapter 41, the State Superintendent of Education shall administer the rules adopted by the State Board of Education pertaining to a program of drug, narcotic, alcohol, and tobacco education for the schools of the state.

(a) All students, Grades K-12, shall be taught the adverse and dangerous effects of drugs on the human mind and body.

(b) An interdisciplinary drug education curriculum has been developed by the Alabama State Department of Education to assist schools in complying with these rules and the Alabama Drug Abuse Education Act. Copies may be obtained from Division of Instruction, State Department of Education, Montgomery, AL 36130.

(17) Driver Education.

(a) No fee shall be charged any child whose family is unable to pay the fee.

(b) Thirty dollars (\$30) per student, per semester, is the maximum driver education fee to be charged by local boards of education without approval from the State Superintendent of Education.

(c) The State Superintendent of Education may approve a higher fee upon the request of a local superintendent approved by the local board of education with sufficient documentation of actual costs in excess of the maximum.

(d) Each board of education shall establish criteria by which the ability of families to pay the fee may be determined and submit same to the State Superintendent of Education for approval.

(e) Local boards of education shall take reasonable steps to insure that students for whom no fee is required shall not be identified.

(f) During a full semester course, schools must provide for each student the equivalent of an absolute minimum of 30 class hours of 60 minutes each (or a total of 1,800 minutes) in classroom instruction, plus at least six class hours of 60 minutes each (or a total of 360 minutes) in supervised behind-the-wheel instruction, exclusive of observation time in a dual-control car.

(g) Where driving simulators are used, not more than one-half of the six clock hours per student in behind-the-wheel instruction will be provided on simulators. The time ratio for simulator instruction shall be at least four hours of simulated experience to each one hour of experience at the controls of a practice-driving car. For example, it would take four hours of simulated instruction to equal one hour behind-the-wheel instruction.

(h) When a multiple-care driving range is used, it shall take two hours of range driving to substitute for one hour of on-street driving. When this technique is used, each student must complete at least one hour of actual on-street driving as well as the range training.

(i) Without making changes for the minimum class hours required in a driver education class, the requirement to teach boating safety in a driver education class must be met during the minimum thirty hours of classroom instruction time.

(18) Adult Diploma Program. Local boards of education are authorized by the State Board of Education to adopt policies determining the conditions and establishing the basis for granting high school credits and awarding high school diplomas to adults on the basis of prescribed work completed in the adult diploma program of the local school district.

(a) In the formulation of these policies, the minimum requirements are:

1. To receive an Alabama high school diploma, adult students must meet all statewide diploma requirements as provided in AAC Rule 290-3-1-.02(8a or 8b) and AAC Rule 290-4-2-.02, except as specifically exempted in this regulation.

2. Students shall not be graduated from an adult diploma program prior to the time they would normally have graduated if they had remained in high school. A minimum of two credits shall be earned (through actual attendance in an adult diploma program for one semester) as a prerequisite to begin eligibility for the Alabama high school diploma.

3. The level of accomplishment required for granting of credit shall be at least the minimum of that required by accredited high schools; however, emphasis placed upon time spent in class in the case of high school students may be waived in the case of adults as long as objective evidence of equivalent or higher subject matter attainment is required for the adult.

4. Enrollment shall be limited to individuals who are 18 years of age or over and who are not enrolled in school. Students younger than 18 years of age may enroll with approval of the local superintendent when such students exhibit an unusual educational need.

5. Qualifications for teachers in the adult diploma program must be the same as those for teachers in a regular high school. Preference should be given to those teachers with training and experience in adult education.

(b) In granting credits, the following guidelines shall be used:

1. Subject matter credits must be accepted at face value when official transcripts are received from schools which are accredited by state or regional accrediting agencies.

2. Credit for correspondence courses shall be accepted only from an institution which is recognized by the State Department of Education and/or the United States Armed Forces Institute.

3. The local administrator may allow a maximum of 9.5 elective units of credit in determining the units of credit to be allowed for the educational aspects of career/technical training and work experience, provided students establish that they have had formal training (through apprenticeship, special course or program, etc.) plus at least two years of successful experience verified by their employer in the occupation. Documentation of this must become part of the students' official school records.

4. With the approval of the local superintendent, regular high school credit may be given for courses successfully completed in a minimum of 120 hours when a student shows proficiency in a given subject.

5. Physical education will not be required for any student who is eligible for the adult diploma program. A student will be granted one unit of credit upon completion of the other required units (provided in AAC Rule 290-3-1-.02(8a or 8b) at

graduation to complete the unit requirements for graduation in the State of Alabama.

(19) Extracurricular Activity Participation-- Academics First. Effective for all students in Grades 8-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein and as is specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in Grades 7-12 under their control. Each local board of education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

(a) Definitions.

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).

2. Regular curricular activities are defined as those that are required for satisfactory course completion.

(b) Eligibility Requirements.

1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)

2. Physical education may count as only one (1) unit per year.

3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in 2. (b) 1. above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.*

5. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.

6. Each eligible student entering Grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

8. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

(c) Participation Requirements.

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local board of education for approval.

2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and

the local board of education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

*Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six- or seven-period days.

(20) Building Based Student Support Teams (BBSST). By August 25, 2004, all public schools in Alabama will be required to implement the Building Based Student Support Teams (BBSST) model.

(a) Definitions. The Building Based Student Support Team is a model for best practice problem solving teams centered around individual student needs implemented at the local school level.

(b) Training Requirements. Administrators and teachers at each school are required to attend a BBSST training session.

(c) Each local school will annually evaluate the effectiveness of the BBSST model in demonstrating identified positive results (i.e., decrease in special education referrals, decrease in discipline referrals, and decrease in dropout rates).

(d) Any student who is reevaluated and determined not eligible for special education services must be referred to the BBSST to determine the appropriate supplemental services to

facilitate successful transition in the general education program.

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Statutory Authority: Constitution of Alabama 1901, Amendment No. 284, Code of Ala. 1975, §§16-1-1, 16-2-2, 16-3-11 through 12, 16-3-14, 16-4-14, 16-8-35 through 36, 16-12-8, 16-26-1 through 3, 1982 Acts of Ala. No. 82-482.

History: Revised March 27, 1975, Repromulgated February 19, 1982, June 22, 1982; March 14, 1985 adopted 290-3-1-.06(9)(b) effective April 20, 1985; April 11, 1985 adopted new Rule No. 290-3-1-.06(11.1) and 290-3-1-.06(11.2) effective May 31, 1985; May 9, 1985 adopted 290-3-1-.06(11)-.12ER, 290-3-1-.06(11.1)-.13ER, and 290-3-1-.06(11.2)-.14ER, effective May 24, 1985; June 27, 1985 adopted 290-3-1-.06(11.1)(a-1)-.27ER and 290-3-1-.06(11.2)(a-2)-.28ER, effective 07-10-85; 09-12-85 adopted 290-3-1-.06(11.1)(a-1)-.27ER, and 290-3-1-.06(11.2)(a-2)-.28ER, effective October 28, 1985; September 21, 1985 Rule No. 290-3-1-.06(11)-.12ER and Rule No. 290-3-1-.06(11.1)-.13ER expired; March 13, 1986 adopted 290-3-1-.06(11.1)(a-1), 290-3-1-.06((11.1)(h-1), 290-3-1-.06(11.2)(a-2), 290-3-1-.06(11.1)(h-2) and 290-3-1-.06(12) effective April 23, 1986; August 14, 1986 adopted 290-3-1-.06(11.2)(a-2) and (k-2) effective September 24, 1986; August 14, 1986 adopted 290-3-1-.06(12) effective September 24, 1986; April 9, 1987 amended 290-3-1-.06(12)(a) and repealed 290-3-1-.06(12)(f) effective May 22, 1987; August 13, 1987 adopted 290-3-1-.06(11.1)(a-1) and 290-3-1-.06(11.2)(a-2) effective September 25, 1987; April 28, 1988 adopted new 290-3-1-.06(11.3) effective June 6, 1988; October 13, 1988 amended 290-3-1-.06(11.1)(a-1) and .06(11.2)(a-2), removing completion of the Home and Personal Management course as a requirement for graduation from high school, effective November 28, 1988; December 8, 1988 amended 290-3-1-.06(6) and 290-3-1-.06(10) [to include Social Security Numbers for each child enrolling and effective dates] effective January 18, 1989; 290-3-1-.06(10)(b)(1) adopted as emergency rule August 12, 1993, adopted as permanent rule October 14, 1993.

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Chapter 290-3-1**Education**

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