

**I. PURPOSE**

This policy specifies high school programs of study that shall be offered by the Lee County Board of Education and lists specific courses that meet core, required or elective credits for students. This policy becomes effective for students enrolling in the ninth grade for the first time in the 1997-98 school year.

**II. DEFINITIONS:**

- A. **Applied Mathematics I** - a hands-on laboratory course defined by QCC objectives that utilize the content of units A, B, C and 1-15, the related materials, and the methodologies developed by the Center for Occupational Research and Development (CORD).
- B. **Applied Mathematics II** - a hands-on laboratory course defined by QCC objectives that utilize the content of units 16-33, the related materials, and the methodologies developed by the Center for Occupational Research and Development (CORD).
- C. **Carnegie unit** - one unit of credit awarded for a minimum of 150 clock hours of instruction.
- D. **Carnegie unit, summer school** - one unit credit awarded for a minimum of 120 clock hours of instruction.
- E. **Center for Occupational Research and Development (CORD)**- a consortium of states, including Georgia, formed to develop educational materials in science and mathematics.
- F. **College Preparatory CP Programs** – a program of study requiring 22 Carnegie units as specified by the Board of Education. Completion of this program is signified by a diploma with a College Preparatory Seal.
- G. **College Preparatory With Distinction (CP+) Program** – a program of study requiring 24 Carnegie units and a grade point average in the Core Courses of 3.0 or above on a four point scale, or 80 numeric grade point average or above as specified by the State Board of Education. Completion of this program is signified by a High School Diploma with a College Preparatory Seal of Distinction.
- H. **Core Area of Study for Carnegie unit credit** – one of the 10 identified sections from which courses may be selected to count as one of the 22 Carnegie unit requirements for the College Preparatory (CP) program of study or one of the 24 Carnegie unit requirements for the College Preparatory with Distinction (CP+) program of study or one of the 22 Carnegie unit requirements for

the Technology/Career-prep (TC) program of study or one of the 24 Carnegie unit requirements for the Technical/Career-prep (TC+) program of study.

- I. **Core courses (c)**- courses chosen from English/language arts, mathematics, science, social studies and foreign language for a high school diploma. For a Technology/Career-prep program, four Technology/Career-prep units are also considered to be core courses.
- J. **Core Technology/Career-prep Courses (TC)** – courses chosen from Technology /Career-prep to be used to meet requirements for the Technology/Career-prep or Technology/Career-prep units with Distinction programs of study.
- K. **Early admissions** – a program in which a high school student enrolls as a full-time postsecondary student and pursues a postsecondary degree in lieu of a high school diploma.
- L. **Elective course** – a course that a student may select beyond the core requirement to fulfill the Carnegie unit requirements for graduation.
- M. **Joint enrollment** – an arrangement between a local board of education and a regionally accredited postsecondary public or private institution wherein a student enrolls in postsecondary classes and earns Carnegie units of credit that count toward high school graduation requirements and hours for postsecondary credit.
- N. **Postsecondary Options** – a joint enrollment program between public schools and public postsecondary institutions wherein a student enrolls in postsecondary institutions and earns Carnegie units of credit that count toward high school graduation requirements and postsecondary credit hours.
- O. **Programs of study** – the courses needed to complete the Technology/Career-prep (TC) or the Technology/Career-prep with Distinction (TC+) and/or the College Preparatory (CP) or the College Preparatory with Distinction (CP+) requirements.
- P. **Required course (r)** – a specific course that each student in a program of study shall pass to graduate from high school.
- Q. **Seal** – an attachment placed on a high school diploma indicating the successful completion of one or more programs of study.
- R. **Secondary School Credential** – a document awarded to students at the completion of the high school experience.
  - 1. **The High School Diploma** – the document with appropriate seal(s) awarded to students certifying that they have satisfied attendance requirements, Carnegie unit requirements and the state assessment requirements as referenced in State Board of Education Rule 160-3-1-.07, Testing Programs – Student Assessment. When a student has satisfied

the educational requirements for the Technology/Career-prep or Technology/Career-prep with Distinction and/or College Preparatory and/or College Preparatory with Distinction program(s), the high school diploma with appropriate seal(s) will be issued.

2. **The High School Certificate** - the document awarded to pupils who do not complete all of the criteria for a diploma but who meet all requirements for attendance and Carnegie units.
3. **The Special Education Diploma** – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in State Board of Education Rule 160-3-1-.07 (Testing Programs – Student Assessment), or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Program (IEP).

- S. **Technology/Career-prep (TC) program** – a program of student requiring 22 Carnegie units as specified by the State Board of Education. Completion of this program is signified by a high school diploma with a Technology/Career-prep seal.
- T. **Technology/Career-prep with Distinction (TC+) Program** – a program of study requiring 24 Carnegie units and a grade point average in the Core Courses of 3.0 or above on a four point scale or 80 numeric grade point average as specified by the State Board of Education. Completion of this program is signified by a high school diploma with a Technology/Career-prep Seal.
- U. **Fine Arts Endorsement** – an endorsement applied to the CP, CP+, TC, TC+, High School Certificate, or Special Education Diploma signifying completion of a program of study as specified by the Lee County Board of Education. This endorsement will include four units or concentration in the visual or performing arts, (ie. instrumental music, dance, drama, chorus, art, etc.) A concentration of three units must be in one of the fine arts area.

### III. REQUIREMENTS

The Lee County Board of Education:

- A. Provides a secondary school curriculum, and instructional and support services that reflect the high school graduation and state assessment requirements and assists all students in developing their unique potential to function in society.

- B. Bases local graduation requirements on State Board of Education Rule 160-4-2-.46, and has submitted a copy of this local board policy to the State Department of Education; and has on file a letter from the State Superintendent of Schools or designee stating that the local policy meets all state requirements.
- C. The Lee County Board of Education has developed policies on postsecondary enrollment as referenced in State Board of Education Rule 160-4-2-.34 (Postsecondary Options) and for joint enrollment and early admission programs not included in 160-4-2-.34 (Postsecondary Options). The criteria conforms to state policies and guidelines, including:

**1. Non-vocational courses:**

- a. Minimum Scholastic Aptitude Test score of 970 on combined verbal and mathematics sections;
- b. Minimum cumulative high school grade point average of 3.0 on a four-point scale in academic subjects;
- c. Written verification by high school principal of student's eligibility and intended enrollment;
- d. Written consent or parent or guardian (if the student is a minor);
- e. The awarding of six Carnegie Units of credit for each 45 quarter hours or 30 semester hours or one Carnegie Unit for each 7.5 quarter hours or 5 semester hours successfully completed by a student in an approved postsecondary course. Credit for participation in fewer than 7.5 quarter hours or 5 semester hours shall be determined by using the formula stated above; and
- f. Written agreement for joint enrollment between the School System and postsecondary institution.

**2. Technology/Career-prep Courses as follows:**

- a. Technology/Career-prep courses are offered in area technical schools or colleges;

- b. Inclusion of technical school or college courses in which students are participating;
- c. Written consent of parent or guardian (if the student is a minor);
- d. Written verification by high school principal of student's eligibility and intended enrollment;
- e. The awarding of six Carnegie units of credit for each 45 quarter hours or 30 semester hours or one Carnegie Unit for each 7.5 quarter hours or 5 semester hours successfully completed by a student in an approved postsecondary course. Credit for participation in fewer than 7.5 quarter hours or 5 semester hours shall be determined by using the formula stated above; and
- f. Written agreement for joint enrollment between the School System and postsecondary institution.

D. The Lee County Board of Education requires that to determine mastered prerequisite skills:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Rule 160-3-1-.07 (Testing Programs-Student Assessment).
2. Students who entered the ninth grade for the first time in 1997-98 will meet the requirements established in State Board of Education Rule (IHF 4, 160-4-2-.46), and the assessment requirements established in State Board of Education Rule 160-3-1-.07 (Testing Programs-Student Assessment). Students who entered ninth grade in 1995-96 will meet the graduation requirements in Rule 160-3-1-.06 (High School Graduation Requirements) and the assessment requirements in Rule 160-3-1-.07 (Testing Programs – Student Assessment). Students who entered the ninth grade in 1993-94 shall meet the graduation requirements established in Rule 160-4-2-.30 (High School Graduation

Requirements) and the assessment requirements in Rule 160-3-2-.07 (Testing Programs – Student Assessment).

3. The Lee County Board of Education includes attendance, a passing score on the state assessment requirements as referenced in Rule 160-3-1-.07 (Testing Programs – Student Assessment) and Carnegie units of credit as requirements for graduation from any District high school.

E. Attendance:

Attendance requirements of the Board of Education shall be consistent with state compulsory attendance laws, Board of Education policy (JBD) and regulations governing student attendance.

F. Assessment requirements for graduation:

1. Students shall meet state assessment requirements as referenced in State Board of Education Rule 160-3-1-.07 (Testing Programs – Student Assessment) to be eligible for a diploma.
2. A student who has no means of written communication due to a severe physical disability shall not be required to take the writing portion of the state assessment requirements as specified in Rule 160-3-1-.07 (Testing Programs – Student Assessment).

A. Carnegie Units:

1. High Schools shall make available to all students the programs of study for the required College Preparatory, College Preparatory with Distinction, and Technology/Career-prep with Distinction programs of study.
2. A course shall only count once for satisfying any Carnegie unit requirement for graduation. The same course cannot be used to satisfy a Carnegie unit requirement in more than one core area of study.

CORE AREAS OF STUDY

PROGRAMS OF STUDY

- (I) English/Language Arts
- (II) Mathematics\*

CP	CP+	TC	TC+
4	4	4	4
4	4	3**	3**

(III) Science*	3	3	3	3
(IV) Social Studies*	3	3	3	3
(V) Health/Physical Education	1	1	1	1
(VI) Computer Technology and/or Fine Arts and/or Technology/Career-prep and/or Foreign Language	1	1	1	1
(VII) Foreign Language*	2	2	0	0
(VIII) Technology/Career-prep units*** (From core Technology/Career-prep courses)	0	0	4	4
(IX) Locally required units or elective units	4	4	3**	4**
(X) State Elective (English/Language Arts, Mathematics, Science, Social Studies and/or Foreign Language, Fine Arts)	0	2	0	1
TOTAL UNITS (MINIMUM)	22	24	22	24

\*Core Courses

\*\*Technical/Career-prep Students may want to utilize elective units as Foreign Language or as a fourth unit of mathematics depending upon the student's program of study and the student's intentions to enter a University System of Georgia institution. Determination of the appropriate number of mathematics units for each Technology/Career-prep program of study shall be determined by the Board of Education. **By the year 2001, students entering a University System of Georgia institution must have 4 units of mathematics.**

\*\*\*Technology/Career-prep includes JROTC.

Note: Students who wish to be eligible for the HOPE Scholarship Program should check with their counselor regarding current HOPE Scholarship requirements.

1. Carnegie unit credit for graduation shall be awarded only for courses that included concepts and skills based on the Quality Core Curriculum (QCC) or those approved by the State Board of Education.
2. Carnegie unit credit for core courses shall be awarded only for courses that include concepts and skills based on the QCC goals for grades 9-12. For example, a student who take Algebra I, Algebra II, or Geometry in the eighth grade that meets 9-12 QCC requirements shall be awarded Core Elective Carnegie unit credit. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core Carnegie unit credit.

3. Only elective course credit or no course credit shall be awarded for courses (remedial) in which instruction is based on the QCC for grades K-8.
4. Core area courses successfully completed may not be repeated. If a scheduling error occurs which results in this, elective credit will only be granted.
5. Students attending Lee County High School will be allowed to earn up to eight Carnegie units per school year (four units per semester), provided that courses are available and that concepts and skills are based on QCC objectives.

## I. AREAS OF STUDY

- A. Courses that shall earn Carnegie unit credit in English/Language Arts, mathematics, science, social studies, health/physical education, foreign languages, military science, music, visual arts, dance, drama, computer science, education, humanities, personal/interpersonal/social skills, and Technology/Career-prep are listed in Rule 160-4-2-.03, List of Funded K-8 subjects and 9-12 courses.
- B. Any student in the Technology/Career-prep (TC), Technology/Career-prep with Distinction (TC+), College preparatory (CP), or College Preparatory with Distinction (CP+) programs of study may select any course listed in the Course Listing Rule. The one exception to this provision is where the letter "r" appears with course names. These courses are required. They **must** be taken and cannot be substituted with any other course. Any course identified as "C" is a core course and may be selected to count as one of the core Carnegie unit requirements. Courses identified as "tc" will count as one of the four core Technology/Career-prep courses for a TC or TC+-prep programs of study. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the Carnegie unit requirements.
  1. English/Language Arts: For the College Preparatory, College Preparatory with Distinction, Technology/Career-prep and Technology/Career-prep with Distinction programs of study, at least one-half Carnegie unit of credit in American literature/composition shall be required. This course that may satisfy the remaining Carnegie units of credit for a College Preparatory, College Preparatory with Distinction, Technology/Career-prep or Technology/Career-prep with Distinction programs are identified with a "c". The other courses identified with an "e" are electives. Grammar/composition shall be a component of all courses and shall be integrated into the course of study, not isolated.



2. Mathematics: For the College Preparatory (CP) and College Preparatory with Distinction (CP+) programs of study, four Carnegie units of credit of approved mathematics will be required. The student record shall show credit or equivalency for each of the core courses of Algebra I (27.061); Euclidean Geometry (27.063) or Informal Geometry (27.062); and Algebra II (27.064) and an additional course listed in the College Preparatory Mathematics (27.06) or Advanced Mathematics I (27.445) and Applied Mathematics II (27.445), Applied Mathematics II (27.446), Euclidean Geometry (27.063) or Informal Geometry (27.062), and Algebra II (27.064).

The Technology/Career-prep (TC) and Technology Career/prep with Distinction (TC+) programs of study require that a student earn three Carnegie units of mathematics that shall include, as a minimum, Algebra I or its equivalent.

To meet the requirements for Algebra I or its equivalent, a student shall earn a Carnegie unit in (1) Algebra I, or (2) Fundamentals of Algebra, or (3) a locally developed course equivalent to Algebra I that has been approved by the State Board of Education, or (4) earn two Carnegie units by passing both Applied Mathematics I and II.

3. Science: Students receiving the College Preparatory (CP) or the College Preparatory (CP+) with Distinction shall earn three (3) Carnegie units in science. Students earning the College Preparatory (CP) or College Preparatory with Distinction (CP+) seal shall pass a Physical Science and a Life Science course.

Students earning the Technology/Career-prep (TC) or Technology/Career-prep with Distinction (TC+) seal shall meet the requirements for the College Preparatory (CP) or College Preparatory with Distinction (CP+) seal shall pass any three units of science including one physical science, one life science or two units of applied biology/chemistry.

4. Social Studies: Three Carnegie units of credit shall be required in social studies for the College Preparatory (CP), College Preparatory with Distinction (CP+), Technology/Career-prep (TC) or Technology/Career-prep with Distinction (TC+) seal(s). One Carnegie unit shall be required in United States history. One Carnegie unit shall be required from the world studies area, e.g., world history or world geography. World history shall be required for the College Preparatory and College Preparatory with Distinction seals. One quarter or one semester of citizenship education (government) shall be required. One quarter or one semester of Principles of Economics/Business/Free Enterprise shall be required. Systems organized on the quarter system

shall add one other science/government area or from the economics area or from Education and Principles of Economics/Business/Free Enterprise courses to complete the Carnegie unit requirement.

5. Health and Physical Education: For each program of study, one Carnegie unit of health and physical education is required. Students shall combine two semesters or three quarters of Personal Fitness (36.041) or Advanced Personal Fitness (36.051) to satisfy this requirement. Health and physical education courses may be taken as electives for all programs of study. Courses in physical education shall be taken to enhance lifelong fitness and physical activities rather than development of athletic performance.

6. Foreign Language: Two Carnegie units of the same foreign language shall be required for the College Preparatory (CP) and College Preparatory with Distinction (CP+) programs of study. Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination is not necessary if other evidence of proficiency is available. Any course or combination of courses listed below may be selected to earn Carnegie unit credit to satisfy the requirements in foreign language for Core Area of Study VI. Any of the courses may be used to satisfy the elective unit requirements.

For a student hearing impaired, American Sign Language may be taken as an elective or as a core course to fulfill the requirements of the College Preparatory (CP) or College Preparatory with Distinction (CP+) seal. If American Sign Language is to be used to fulfill the college preparatory requirement of two years of the same foreign language, adherence to the requirements in the following paragraph is required.

For the purpose of fulfilling the foreign language requirement for a College Preparatory (CP) or College Preparatory with Distinction (CP+) seal, a demonstrated proficiency in American Sign Language shall be accepted as a foreign language if it is determined that a deaf student has a hearing loss which significantly impacts upon the student's ability to learn language. The Individualized Education Program (IEP) Committee shall determine if American Sign Language is to be substituted for the foreign language requirement. The IEP Committee shall state in the Individual Education Program that American Sign Language is substituting for the foreign language and that two years of American Sign Language must be taken to complete the requirement.

For students who are not hearing impaired, American Sign Language may be taken for one unit of elective credit for the third unit of foreign language credit.

Any course or combination of courses from the Fine Arts area may be selected to earn Carnegie unit credit to satisfy the requirements in Fine Arts/Music for Core Area of Study VI. Any of the courses may be used to satisfy the elective unit requirements.

7. Technology/Career-prep: To receive only the Technology/Career-prep (TC) or Technology/Career-prep with Distinction (TC+) seal, a student shall complete at least four Technology/Career-prep units, three of which must be concentrated in one occupational or related program areas. One of the four units may include the Program of Education and Career Exploration (PECE), Coordinated Vocational Academic Education (CVAE), or Related Vocational Instruction (RVI). To receive both the College Preparatory (CP) or College Preparatory with Distinction (CP+) and the Technology/Career-prep (TC) or Technology/Career-prep with Distinction (TC+) seal, a student shall complete at least four units from Technology/Career-prep courses. Any course or combination of courses may be selected to earn Carnegie unit credit to satisfy the Core Area of Study VI.

Any of the courses may be used to satisfy the elective unit requirements.

#### **V. REQUIRED PROCEDURES FOR AWARDED CARNEGIE UNITS OF CREDIT**

A Carnegie unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school.

Carnegie Units of credit for graduation shall be awarded to high school students participating in any joint enrollment using the ratio (2:1) referenced in Rule 160-4-2-.34.

Schools shall accept students course credit earned in an accredited school. These schools shall have been accredited at the time the credit was earned. An accredited school is a standard Georgia public school as defined in Rule 160-3-2-.01 (Comprehensive Evaluation System).

Specific courses shall be determined to meet core curriculum requirements by evaluation course content. This evaluation shall be

done by a school administrator or counselor. Information about course content may be obtained from students, parents, and/or former schools. Credit will be granted when in the judgement of the evaluator the course substantially meets the requirement. Equivalency credit will be shown on the student's transcript. A student may transfer a maximum of eight Carnegie units from a school to Lee County High School for each high school year completed.

Schools shall not substitute courses and exempt students from the required secondary minimum core curriculum in the general, college preparatory, and vocational education programs unless the student transferred from an accredited secondary school or the courses presented for credit meet criteria identified in these procedures.

Should the Board of Education choose to grant Carnegie unit credit for learning that has occurred outside the 9-12 classroom, it shall use the following assessment procedures to award or exempt Carnegie unit credit in lieu of class enrollment: evaluation of the student's transcript for course equivalency and/or proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript.

## **VI. LOCAL AUTHORITIES AND RESPONSIBILITIES**

The Lee County Board of Education shall provide instructional, support and delivery services. These services shall include, but are not limited to, the following:

- A. A continuous guidance component beginning with the ninth grade. The purpose of the guidance component is to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of study they plan to follow, and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
- B. Record keeping and reporting services that document the student's progress toward graduation and include information for the school, parents, and students.
- C. Diagnostic and on-going evaluation services that measure individual student progress in meeting competency expectations for graduation.
- D. Instructional programs, curriculum and course guides, and remedial opportunities to assist each student in meeting graduation requirements.
- E. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them

from meeting the prescribed competency performance requirements.