

COURSES OF STUDY

COLLEGE PREPARATORY WITH
DISTINCTION**(CP+)

COLLEGE PREPARATORY (CP)

SUBJECT	UNITS	SUBJECT	UNIT
English/Language Arts* 1 unit American Lit.	4	English/Language Arts* 1 unit American Lit.	4
Mathematics* including 1 unit Algebra I 1 unit Algebra II 1 unit Geometry Informal Geometry <i>or</i> Euclidean Geometry	4	Mathematics* including 1 unit Algebra I 1 unit Algebra II 1 unit. Geometry Informal Geometry <i>or</i> Euclidean Geometry	4
Science* including 1unit biological science 1unit. physical science 2 units. Science	4	Science* including 1unit. biological science 1unit. physical science 2 units. Science	4
Social Studies* including 1unit American History 1 unit. World History 1unit. Economics/Citizenship 1/2 unit World Geography	3 ½	Social Studies* including 1unit American History 1unit. World History 1unit. Economics/Citizenship 1/2 unit. World Geography	3 ½
Health	½	Health	½
Physical Education	1	Physical Education	1
Computer Technology and/or Fine Arts* and/or Technology/Career Preparation and/or Foreign Language	1	Computer Technology and/or Fine Arts* and/or Technology/Career Preparation and/or Foreign Language	1
Foreign Language* 2 units. in the same language	2	Foreign Language* 2 units. in the same language	2
Community Service 75 hrs. Volunteer Service	½	Community Service 75 hrs. Volunteer Service	½

*Core Courses

REQUIRED	20 ½	REQUIRED	20 ½
ELECTIVE	3 ½***	ELECTIVE	1 ½
TOTAL	24	TOTAL	22

** Requirements include earning a grade point average (GPA) in the core courses of 3.0 or above on a four-point scale or an 80 or above numeric GPA.

***Two (2) elective units of credit must be taken from among the core courses: English/language arts, mathematics, science, social studies, foreign language, and/or fine arts.

COURSES OF STUDY

TECHNOLOGY/CAREER PREPARATION (TC)

TECHNOLOGY/CAREER PREPARATION
WITH DISTINCTION** (TC+)

SUBJECT	UNIT	SUBJECT	UNIT
English/Language Arts*	4	English/Language Arts*	4

BOARD POLICY
Graduation Requirements - 2004-2005+

Descriptor Code: IHF(5)

1 unit American Lit. Mathematics* including 1unit. Algebra I	4	1 unit American Lit. Mathematics* including 1unit. Algebra I	4
Science* including 1unit. biological science 1unit. physical science 2 units. Science	4	Science* including 1unit. biological science 1unit. physical science 2 units. Science	4
Social Studies* including 1unit. American History 1unit. World Studies ½ unit World Geography ½ unit World History 1unit. Economics/Citizenship	3	Social Studies* including 1unit. American History 1unit. World Studies ½ unit World Geography ½ unit World History 1unit. Economics/Citizenship	3
Health	½	Health	½
Physical Education	1	Physical Education	1
Computer Technology and/or Fine Arts* and/or Technology/Career Preparation and/or Foreign Language	1	Computer Technology and/or Fine Arts* and/or Technology/Career Preparation and/or Foreign Language	1
Technology/Career Preparation	4	Technology/Career Preparation	4
Community Service 75 hrs. Volunteer Service	½	Community Service 75 hrs. Volunteer Service	½

*Core Courses

REQUIRED	22	REQUIRED	22
ELECTIVE	0	ELECTIVE	2***
TOTAL	22	TOTAL	24

** Requirements include earning a grade point average (GPA) in the core courses of 3.0 or above on a four-point scale or an 80 or above numeric GPA

***One (1) elective unit of credit must be taken from among the core courses: English/language arts, mathematics, science, social studies, foreign language, and/or fine arts.

EXCEPTIONS

Community Service

Students enrolled in the evening high school program will not be required to fulfill the community service requirement. This stipulation will *not* apply to regular day school students who take courses in the evening school.

Unit Credit in Middle School*

Unit credit may be awarded for courses offered in the middle school grades that meet the following criteria:

- § must meet 9-12 QCC requirements
- § must earn a grade of 70 or better
- § must include End of Course Test (EOCT) as prescribed by the Department of Education.

However, units earned in middle schools shall not be counted in the total required units for graduation. The unit(s) earned in middle school will be posted on the high school transcript and will be counted as elective units.
*Effective for students entering the ninth grade in 2004-05.

Unit credit may be awarded for courses offered in the middle grades that meet 9-12 QCC requirements. However, *units earned in middle schools may not be counted in the total units required for graduation. The unit(s) earned in middle school will be posted on the high school transcript.*

*Effective for students entering the ninth grade in 2004-05.

Physical Education

The exceptions listed below are permitted in the area of physical education. These exceptions can be made only for the one-half unit (one semester) of physical education that exceeds the state's minimum requirements.

- After completing one semester of either advanced band/JROTC, students may substitute the next semester of either advanced band/JROTC for one semester of physical education. This substitution can be made only for the one-half unit (one semester) of physical education that exceeds the state's minimum requirements.
- Students completing athletic programs sanctioned by the Georgia High School Athletic Association (GHSA) may exempt the locally required physical education course *without* earning unit credit. After completing one of the specified athletic programs, students may substitute the completion of a second specified athletic program for one-half unit (one semester) of physical education.
- Completion of the athletic programs will be verified by the APS Director of Athletics and submitted to the principal. This exemption will permit students to pursue elective studies according to their individual abilities, needs, or interests.

Specific athletic programs are as follows:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Baseball
Football	Competitive Cheerleading	Golf
Softball	Swimming	Gymnastics
Volleyball	Wrestling	Soccer
		Tennis
		Track

2. A student must earn a grade of 70 or higher to receive credit for a course toward fulfilling graduation requirements. Cross-reference: IHA
3. Minimum grade placement will be as follows:

9 th grade	Completion of Minimum Eighth Grade Requirements as stipulated in Item 2: Eight (8) classes, including language arts and mathematics.
10 th grade	5 Units
11 th grade	10 Units
12 th grade	16 Units
4. The regular promotion of students will take place at the end of 2nd semester of each year. With the approval of the principal, a student may be moved from 11th to 12th grade at the end of 1st semester if the student can graduate during the same academic year.
5. No student is required to take JROTC. However, JROTC is strongly recommended for both boys and girls.

UNITS, ATTENDANCE, ASSESSMENT

6. Ninth graders who enroll in the 2004-2005 term will (a) meet attendance requirements (compulsory attendance for students ages 7-16 for 180 days each school year except when legally excused), (b) earn unit credit in grades 9-12 as specified in Item 1, and (c) pass the state assessment requirements.

These requirements will apply to all subsequent graduating classes.
7. Units for graduation will be awarded only for courses that include concepts and skills based on the Quality Core Curriculum (QCC) for grades 9-12
8. The Individualized Education Program (IEP) will specify whether courses taken as part of an individualized education plan will receive core unit credit. Elective course credit will be awarded for courses in which instruction is based on the QCC for grades K-8.
9. A course will count only once to satisfy any unit requirements for graduation. The same course cannot be used to satisfy a unit requirement in more than *one* core area of study.
10. Courses that will earn 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 preparation are listed in Rule 160-4-2-.03, "List of Funded K-8 Subjects and 9-12 Courses."

11. Students will take the state assessment for the first time as eleventh graders. Students will have five opportunities to take the test before the end of the twelfth grade year, and they may continue to take the test as many times as necessary after leaving school in an effort to earn a diploma.
- Students who have no means of written communication due to a severe physical disability will not be required to take the writing portion of the state assessment requirement.
 - Students who leave school - graduate with a certificate or special education diploma - after having met all attendance and unit requirements for graduation may take the state assessment each time the test is given. The assessment criteria in effect at the time of graduation will apply.
 - Students will report to the last high school attended in order to take the test, except during the summer test administration.
 - The diploma will be dated for the school year during which the students completed graduation requirements.

Example: Students who return during the 2004-2005 school year to take the state assessment and earn a passing score will receive a diploma dated June 2005.

12. Students will meet the graduation requirements in effect at the time of their enrollment in the ninth grade, regardless of changes in requirements affecting subsequent classes.
- Students transferring from private schools, home study programs, or other states or countries will meet the graduation requirements for the graduating class in which they enroll.
 - Students who elect to *graduate earlier* than the customary four years will meet the criteria in effect for the year they officially enrolled in the ninth grade.
 - Students who elect to *graduate later* than the customary four years will meet the criteria in effect for the year they officially enrolled in the ninth grade.
 - Students who officially *withdraw* from school and re-enroll in school at a later date will be subject to the following requirements:
13. Students returning to school after having been withdrawn from school for one academic year or more must meet the graduation requirements for the graduating class in which they re-enroll. However, if the students have transferred from school to school but have been consistently enrolled, the original graduation criteria apply.
14. Students returning to school after having been withdrawn from school one academic year or more who meet all assessment requirements in effect when they were last

enrolled in a Georgia public school will be eligible for exemption from the assessment requirements in effect for the class in which they re-enroll. However, the students must meet all requirements for attendance and units.

**SUBSTITUTING COURSES AND EXEMPTING STUDENTS
FROM THE CORE CURRICULUM**

15. Students are prohibited from substituting and exempting courses in the required minimum curriculum for the college preparatory, college preparatory with distinction, technology/career preparation, and technology/career preparation with distinction endorsed diplomas.

**CURRICULUM – COLLEGE PREPARATORY AND COLLEGE
PREPARATORY WITH DISTINCTION**

16. The college preparatory and college preparatory with distinction programs of study will be provided for students as herein set forth.
- Students must complete 22 units for the college preparatory program.
 - For the college preparatory with distinction program, students must earn 24 units with a grade point average in the core courses of 3.0 or above on a four-point scale *or* an 80 or above numeric grade point average. Two (2) elective units of credit must be taken from among the core courses: English/language arts, mathematics, science, social studies, foreign language, and/or fine arts.
 - For the college preparatory and college preparatory with distinction programs of study, students must earn four units of mathematics including Algebra I, Informal Geometry *or* Euclidean Geometry, and Algebra II. Additionally, students must earn four units of science as specified in Item I.
 - For regular admission into any University System institution, mathematics in the senior year of high school will be required.

**CURRICULUM – TECHNOLOGY/CAREER PREPARATION AND
TECHNOLOGY/CAREER PREPARATION WITH DISTINCTION**

17. The technology/career preparation and technology/career preparation with distinction programs of study will be provided for students as herein set forth.
- Students must complete 22 units for the technology/career preparation program.
 - For the technology/career preparation with distinction program, students must earn 24 units *and* a grade point average in the core courses of 3.0 or above on a

four-point scale *or* an 80 or above numeric grade point average. One (1) elective unit of credit must be taken from among the core courses; English/language arts, mathematics, science, social studies, foreign language, and/or fine arts.

- Students must earn four units of mathematics including Algebra I and four units of science as specified in Item I.
- Students will earn the technology/career preparation endorsed diploma by completing at least four (4) technology/career preparation units, three (3) of which must be concentrated in one occupational or related program areas. One of the four units may include Coordinated Vocational Academic Education (CVAE) or Related Vocational Instruction (RVI).
- Students who complete the college preparatory or college preparatory with distinction program of study may receive the technology/career preparation or technology/career preparation with distinction seal of endorsement by completing at least four units selected from technology/career preparation courses.

SECONDARY SCHOOL CREDENTIALS

18. The high school *diploma* will be awarded to students who complete the college preparatory, college preparatory with distinction, technology/career preparation, or technology/career preparation with distinction programs of study certifying satisfaction of attendance, units, and state assessment requirements for high school graduation, determined by stipulations specified for each program of study.

When a student has satisfied the requirements for the college preparatory or college preparatory with distinction and/or the technology/career preparation or the technology/career preparation with distinction of study, the appropriate seals of endorsement will be awarded.

19. The high school *certificate of attendance* will be awarded to students who do not complete all of the criteria for a diploma but meet all requirements for attendance and units.
20. The *special education diploma* will be awarded to students with disabilities assigned to a special program who have not met the state assessment requirements or who have not completed all of the requirements for a high school diploma but have completed their Individualized Education Programs (IEP).

LOCAL AUTHORITIES AND RESPONSIBILITIES

Guidance and Advisement

21. All secondary students will receive career and academic *advisement* from advisors, homeroom teachers, counselors, or other designees at least twice monthly to ensure that they follow a program that will enable them to meet graduation requirements and prepare for adult career interests.

At least *one* annual session wherein students receive career and academic advisement will be documented with a dated record signed by the student, parents, and advisor. The advisement record for grades 9-12 will be filed in the student's guidance folder.

Each school will provide a continuous guidance component beginning with the ninth grade with the following purposes:

- Familiarize students with graduation requirements.
- Help students identify the relationship of individual career objectives to the high school program of study they plan to follow.
- Provide annual advisement sessions to report student progress and to offer alternatives for meeting graduation requirements and career objectives.

Record Keeping and Reporting

22. Progress made by secondary students toward completion of high school graduation requirements will be documented and reported to students and parents on a regular basis in the form of a computerized transcript. The computer-generated transcript will serve as the official record when embossed with the school's seal.

Evaluation Services

23. Diagnostic and continuous evaluation services will be utilized to measure individual student progress in meeting competency expectations for graduation.

Instructional Services

24. Instructional programs, curriculum and course guides, and opportunities for remediation will be available to assist students in meeting requirements for graduation.

Special Education

25. Appropriate curriculum and assessment will be provided for students identified as having disabilities that prevent them from meeting the prescribed competency requirements.

PROCEDURES FOR AWARDING UNITS

26. A unit of credit will 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 135 clock hours of instruction in an approved

block schedule during the regular school year. A unit of credit will be based on a minimum of 120 clock hours of instruction during the summer school session.

27. Units of credit will be awarded to students participating in any joint enrollment program using the ratio stipulated in Policy IDCH, *Postsecondary Options*.

Course Loads for Students

28. The normal maximum course load for a student is dependent on the schedule for each individual high school. Current high school schedules and maximum units are defined below:

- Traditional Schedule ---Seven (7) periods of 50 to 55 minutes is 3 ½ units per semester.
- AB Block Schedule ---Three (3) periods of 90-100 minutes and one (1) period of 45-55 minutes is 3 ½ units per semester.
- 4 x 4 Block Schedule --- Four (4) periods of 90-120 minutes is 4 units per semester.

However, a student may be granted permission to take only one additional course at other institutions as specified below:

- a. The principal or designated counselor of the school where the student is enrolled must approve the students' enrollment in one additional course.
- b. The school in which the student wishes to take one additional course must meet the requirements of the Southern Association of Colleges and Schools and *Georgia Public Schools Standards*.
- c. The school in which the student plans to take one additional course must provide seventy-five (75) clock hours of instruction for a course that awards 1/2 unit of semester credit *or* 150 clock hours of instruction for a course that awards fl unit of semester credit.
- d. The provisions of paragraphs "a" and "b" will be adhered to upon the enrollment of a regular day-school student for one additional course in an evening high school program operated by the APS. Students are prohibited from taking more than one additional course in the evening program.

ADOPTED: 10/13/03

Cross Reference IHF (4) Graduation Requirements (applies through the Class of 2007)
IDA Basic Program
JBC (4) Transfer Credit
IDCH Post Secondary Options

ATLANTA BOARD OF EDUCATION