

160-4-2-.30 HIGH SCHOOL GRADUATION REQUIREMENTS.

(1) **PURPOSE.** This rule establishes high school graduation requirements for students enrolling in the ninth grade in school years 1984-85, 1985-86, 1986-87, 1987-88, 1988-89, 1989-90, 1990-91, 1991-92 and 1992-93, and for students re-entering high school (grades 9-12) who were enrolled in high school (grades 9-12) prior to the school year 1993-94.

(2) **DEFINITIONS.**

(a) Carnegie unit - one unit of credit awarded for a minimum of 150 clock hours of instruction.

(b) Carnegie unit, summer school - one unit of credit awarded for a minimum of 120 clock hours of instruction.

(c) Core course (c) for Carnegie unit credit - a course that may be selected to count as one of the 13 core Carnegie unit requirements for the general diploma; also, one of the 17 Carnegie unit requirements for the college preparatory program of study or one of the 17 for the vocational education program of study.

(d) 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.

(e) Elective course (e) - a course that a student may select beyond the core requirements to fulfill the 21 Carnegie unit requirements for graduation.

(f) Joint enrollment - an arrangement between a local board of education and a regionally accredited postsecondary institution wherein a student attends classes away from a high school and earns Carnegie units of credit that count toward high school graduation.

(g) Required course (r) - a specific course that each student in a program of study (general, college preparatory or vocational education) shall pass to graduate from high school.

(h) Seal of endorsement - a seal/stamp issued by the Georgia Department of Education and affixed to high school diplomas by local school system staff for students who have satisfied requirements for the college preparatory and/or the vocational education programs of study.

(1) Secondary school credentials.

1. The high school diploma - the document awarded to certify that a student has satisfied attendance requirements, Carnegie unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 (Testing Programs - Student Assessment).

(i) General curriculum (GEN) - a program of study requiring 21 Carnegie units as specified by the Georgia Board of Education.

(ii) College preparatory curriculum (CPC) - a program of study requiring 21 Carnegie units as specified by the Georgia Board of Education. Completion of this program is signified by a seal of endorsement on the diploma.

(iii) Vocational curriculum (VOC) - a program of study requiring 21 Carnegie units as specified by the Georgia Board of Education. Completion of this program is signified by a seal of endorsement on the diploma.

2. The high school performance 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 program who have not met the state assessment requirements referenced in 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 programs (IEP).

(3) REQUIREMENTS.

(a) Each local board of education shall provide secondary school curriculum, instructional delivery and support services that reflect the high school graduation requirements and assist all students in developing their unique potential to function in society.

(b) Each local board of education shall base local graduation requirements on this rule, shall submit a copy of their locally approved policy to the Georgia Department of Education and shall have on file a letter from the state superintendent of schools or designee stating that said policy has been reviewed and meets all state requirements.

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(c) Each local board of education shall develop policies on postsecondary enrollment as referenced in 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 policies shall include the criteria for:

1. Non-vocational courses:

(i) Minimum Scholastic Aptitude Test scores of 850 combined verbal and mathematics section;

(ii) Minimum cumulative high school grade point average of 3.0 in academic subjects;

(iii) Written approval of high school principal;

(iv) Written consent of parent or guardian (if the student is a minor);

(v) 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.

(vi) Written agreement for joint enrollment between the LEA and postsecondary institution.

2. Vocational courses:

(i) Vocational courses offered in area vocational-technical schools or junior colleges;

(ii) Inclusion of vocational-technical school or junior college courses in which students are participating in the local systems' vocational education plan;

(iii) Written consent of parent or guardian (if the student is a minor);

(iv) Written approval of high school principal;

(v) 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.

(vi) Written agreement for joint enrollment between the local school system and postsecondary institution.

(d) Each local board of education shall specify minimum attendance, the state assessment requirements as referenced in Rule 160-3-1-.07 (Testing Programs - Student Assessment) and the required Carnegie units of credit in its policy defining the requirements for graduation from any Georgia high school that receives public funds.

1. Attendance.

(i) Each local board of education shall establish attendance requirements consistent with state compulsory attendance laws.

(ii) For students more than 16 years of age, a local board of education shall adopt policies allowing for program completion in more or less than 12 years of schooling. Attendance requirements may be waived considering the age and maturity of the student, accessibility of alternative learning programs, student achievement levels and decisions of parents or guardians. Such attendance waivers shall be consistent with guidelines of the Georgia Board of Education.

2. State Assessment Requirements.

(i) A local board of education shall consider only those students who have met the state assessment requirements as referenced in Rule 160-3-1-.07 (Test Programs - Student Assessment) as eligible for a diploma.

(ii) The local board of education shall not require a student who has no means of written communication due to a severe physical disability to take the writing portion of the assessment for graduation as specified in Rule 160-3-1-.07 (Testing Programs - Student Assessment).

3. Carnegie Units.

(i) Each state-supported high school shall make available to all students the curriculum for the required minimum general diploma and for endorsements for the college preparatory and vocational education programs of study.

(ii) Effective the 1984-85 school year, enrolling ninth graders shall meet the core curriculum requirements.

(iii) Core curriculum: General

(I) REQUIRED AREAS OF STUDY CARNEGIE UNITS

I. English Language Arts.....	4
II. Mathematics.....	2
III. Science.....	2
IV. Social Studies.....	3

A. One of these units shall be from the American studies area (United States history); one from citizenship education (government) and the principles of economics/business/free enterprise (one-half unit for semester programs and one-third unit for quarter programs); one of the units shall be from the world studies area (e.g., world history or world geography).

V. Health, Safety and Physical Education.....	1
VI. Computer Technology and/or Fine Arts and/or Vocational Education and/or Junior ROTC..	1
(II) STATE REQUIRED UNITS.....	13
(III) LOCALLY REQUIRED OR ELECTIVE UNITS.....	8
(IV) TOTAL UNITS REQUIRED (MINIMUM).....	21

(V) Additional courses selected from the following areas are also strongly recommended:

- I. Mathematics.
- II. Science.
- III. Foreign Language.

IV. English Language Arts.

V. Social Studies.

VI. Fine Arts (dance, drama, music, visual arts).

VII. Computer Technology.

VIII. Vocational Education.

IX. Traffic Safety Education.

(iv) **Remedial credit.** Each local board of education shall include any remedial unit credits among the elective unit credits. A local board of education shall award state-required unit credit for courses that include skills and concepts generally considered to be secondary school education levels of performance.

(v) **College preparatory program.** Each local board of education shall provide a college preparatory program for those students who elect a rigorous academic experience and shall award a formal seal of endorsement from the Georgia Board of Education to those students who successfully complete the endorsed course of study. A local board of education shall require that all credit awarded for the college preparatory program shall be at the assigned grade level or above (9-12).

<u>(I) REQUIRED AREAS OF STUDY</u>	<u>CARNEGIE UNITS</u>	<u>INSTRUCTIONAL EMPHASES</u>
I. English Language Arts	4	Grammar and usage, literature (American, English and world), advanced composition
II. Mathematics	3	Courses in algebra, geometry or more advanced courses

(I) <u>REQUIRED AREAS OF STUDY</u>	<u>CARNEGIE UNITS</u>	<u>INSTRUCTIONAL EMPHASES</u>
III. Science	3	Physical science At least two laboratory courses from biology, chemistry or physics or at least three laboratory courses from biology, chemistry or physics
IV. Social Studies	3	One of these units must be from the American studies area (United States history); one from the areas of citizenship education (government) and principles of economics/business/free enterprise (one-half unit for semester programs and one-third unit for quarter programs); one of the units must be world history.

<u>(I) REQUIRED AREAS OF STUDY</u>	<u>CARNEGIE UNITS</u>	<u>INSTRUCTIONAL EMPHASES</u>
V. Foreign Language	2	Skill building courses: two units in one language emphasizing speaking, listening, reading and writing.
VI. Health, Safety and Physical Education	1	Comprehensive health course focusing on decision making for life. Physical education course focusing on physical fitness for life.
VII. Computer Technology, and/or Fine Arts and/or Vocational Education and/or Junior ROTC	1	Computer literacy; a more advanced course in dance, drama, music, visual arts; agriculture education; business education, marketing and distributive education; home economics education; industrial arts education, trade and industrial education

(II) STATE REQUIRED UNITS..... 17

(III) LOCALLY REQUIRED OR ELECTIVE UNITS..... 4

(IV) TOTAL UNITS REQUIRED (MINIMUM)..... 21

(V) Any local system may require more than 21 units for graduation.

(VI) Additional courses selected from the following areas of study are also strongly recommended.

I. Advanced Mathematics (trigonometry, analysis and calculus).

II. An additional laboratory course in science.

III. A third or fourth course in foreign language or study in a second foreign language.

IV. English Language Arts.

V. Social Studies.

VI. Fine Arts (dance, drama, music, visual arts).

VII. Computer Technology.

VIII. Vocational Education.

IX. Physical Education.

(vi) A local board of education shall grant Carnegie unit credit only for work completed in grades 9-12. Students who graduate from any state-supported Georgia high school shall earn at least 21 Carnegie units of credit, 13 of which shall be earned through the Georgia Core Curriculum, with the remaining units earned either through local board of education requirements or elective areas of study.

(vii) **Vocational Education Program.** Each local board of education shall prescribe a vocational education program for those students who elect a vocational preparatory experience and shall award a formal seal of endorsement from the Georgia Board of Education to those students who successfully complete the following endorsed course of study for vocational education.

(I)	<u>REQUIRED AREAS OF STUDY</u>	<u>CARNEGIE UNITS</u>
I.	English Language Arts.....	4
II.	Mathematics.....	2
III.	Science.....	2
IV.	Social Studies.....	3

A. One of these units shall be from the American studies area (United States history); one from citizenship education (government) and the principles of economics/business/free enterprise (one-half unit for semester programs and one-third unit for quarter programs); one of the units shall be from the world studies area (e.g., world history or world geography).

V.	Health, Safety and Physical Education.....	1
VI.	Computer technology and/or Fine Arts and/or Vocational Education and/or Junior ROTC....	1
(II)	STATE REQUIRED UNITS.....	13
(III)	LOCALLY REQUIRED OR ELECTIVE UNITS.....	4
(IV)	REQUIRED VOCATIONAL UNITS.....	4
(V)	TOTAL UNITS REQUIRED (MINIMUM).....	21

(VI) Each local school system shall make available at least three of the following vocational program areas for students who wish to receive credit for the vocational education endorsement.

- I. Vocational Agriculture
- II. Business Education
- III. Home Economics (Occupational)
- IV. Comprehensive Home Economics
- V. Health Occupations
- VI. Marketing Education

VII. Industrial Arts

VIII. Trade and Industrial

(VII) Students who wish to receive the vocational education endorsement shall earn at least four vocational units, three of which shall be concentrated in one of the above 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).

(VIII) A local board of education shall award a student who completes the college preparatory program and earns at least four units selected from any of the above areas both the college preparatory and vocational education program endorsements.

(IX) Each high school shall make available vocational courses either in the student's high school or via cooperative arrangement with another high school, magnet high school or vocational high school center.

(viii) Local school systems shall not substitute courses and exempt students from the Required Minimum Core Curriculum in the general, college preparatory and vocational education programs; however, local systems may develop examinations or other procedures for placement of students.

(4) REQUIRED PROCEDURES FOR AWARDING CARNEGIE UNITS OF CREDIT.

(a) A local board of education shall award Carnegie units of credit or increments of units of credit for courses of study based on a minimum of 150 clock hours of instruction provided by the school.

(b) Each school with quarter programs shall offer a minimum of 50 clock hours of instruction for one-third Carnegie unit.

(c) Each school with semester programs shall offer a minimum of 75 clock hours of instruction for one-half unit of credit.

(d) Local boards may also award Carnegie units of credit or increments of units of credit for:

1. **Credit in lieu of class enrollment** - A local board of education shall adopt policies, subject to the approval of the state superintendent of schools or designee, to grant credit for learning that has occurred outside the school (9-12 learning experience). Local systems shall develop assessment procedures to award or exempt credits in lieu of class enrollment.

2. **Credit for planned off-campus experiences** - Local boards may adopt policies, subject to the approval of the state superintendent of schools, to grant credit for planned off-campus experiences if such experiences are a part of the planned studies program.

3. **Credit for joint enrollment:**

(i) As permitted by the provisions of Rule 160-4-2-.34 (Postsecondary Options), or

(ii) As permitted by local policies and procedures established for accredited institutions not included in Rule 160-4-2-.34 (Postsecondary Options).

(5) **AREAS OF STUDY.**

(a) Effective with ninth graders entering in school year 1992-93, 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, and vocational education are listed in Rule 160-4-2-.03 (List of State-Funded Courses).

(6) **SECONDARY SCHOOL CREDENTIALS.**

(a) Each local board of education shall provide the high school diploma as the official document certifying completion of attendance, Carnegie units and meeting of state assessment requirements as referenced in Rule 160-3-1-.07 (Testing Programs - Student Assessment).

(b) Each local board of education shall provide the high school performance certificate to pupils who do not complete all of the criteria for a diploma but who meet all requirements for attendance and Carnegie units.

(c) Each local board of education shall provide a special education diploma to students with disabilities assigned to a special program who have not met the state assessment requirements referenced in 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 all of the requirements of their individualized education programs (IEP).

(7) LOCAL AUTHORITIES AND RESPONSIBILITIES.

(a) Local boards of education shall establish instructional, support and delivery services. These services shall include, but are not limited to, the following:

(b) An ongoing guidance component beginning with the ninth grade. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

(c) Recordkeeping and reporting services that document student progress toward graduation and include information for the school, parents and students.

(d) Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

(e) Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.

(f) Appropriate curriculum and assessment procedures for students who have been identified as having disabilities which prevent them from meeting the prescribed competency performance requirements.

Authority O.C.G.A. § 20-2-131; 20-2-140; 20-2-142; 20-2-150(a); 20-2-151.1; 20-2-151(b); 20-2-154(a); 20-1-161.1; 20-1-161.2; 20-2-163; 20-2-280; 20-2-281(b).

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