

(A) DOCUMENTATION OF NON-INSTRUCTIONAL ACTIVITY

Policy IED limits the amount of instructional time which can be used for administrative or non-instructional activity. The principal will be responsible for monitoring adherence to established limits. Monitoring will include:

1. Log of dates and times when instructional time is disrupted for administrative or school sponsored non-instructional activities in grades kindergarten through 12.
2. List of students involved in each activity when instructional time is missed for non-instructional activity, in grades nine through 12 only.
3. Individual attendance records for absences due to school sponsored non-instructional activity, in grades nine through 12 only.

For the Board of Education to consider allowing additional absences, the principal must submit a written request to include a rationale for the exception as well as a current academic report. The request should be submitted in advance so that the Board of Education can consider during its regular monthly meeting prior to the dates in question.

(B) ON-LINE COURSE Procedure:

- Columbia County schools will not accept correspondence courses.
- Lists of system approved on-line courses are on file in the guidance office of each high school.
- Courses from the Georgia Virtual School and Gwinnett County On-line Campus have been approved.
- A request to take an on-line course must be approved by a student's guidance counselor prior to enrolling in the course.
- Students enrolled in any on-line courses for which they receive graduation credit for one of the state required EOCT courses must take the corresponding EOCT.
- Proctored final exams may be required in on-line courses.
- Students will be limited to one half (.5) credit on-line course per semester while simultaneously enrolled in a Columbia County school. During the summer term, students may enroll in a combination of on-line and summer school courses not to exceed a total of three half credits (1.5 credits). An exception to this rule requires a recommendation by the principal and approval by the Associate Superintendent.
- It is the responsibility of the student/parent to insure on-line course work acceptance at a post-secondary institution that the student may plan to attend in the future.
- A CCBOE e-mail account will be established for each student participating in Georgia Virtual School courses taken during the regular school day.
- The Columbia County Student Code of Conduct addresses issues such as the Honor Code and Computer Trespass. Students participating in on-line courses are expected to adhere to the Code of Conduct. Behaviors that violate this Code will not be tolerated and will be grounds for dismissal from on-line learning opportunities.
- Students may not take senior English on-line, unless the course has been failed previously.
The cost for on-line instruction is determined by the institution which provides the service. Current tuition costs may be obtained from the local school guidance departments.
- Particular opportunities for cost reductions may be made available if courses are taken for remediation.
- Information flyers are available from all high school counselors.
- Classes will run concurrent with regular school year.
- School guidance departments will facilitate on-line registration.

ADOPTED: 10/13/87**REVISED: 12/13/88, 8/7/00, 3/20/06, Name Changed to IED 7/14/09****Columbia County Board of Education**

**PRIOR APPROVAL FORM
FOR
PERMISSION TO ENROLL IN
COURSES NOT TAUGHT IN THE
COLUMBIA COUNTY SCHOOL SYSTEM**
(On-Line other than Georgia Sponsored, Out-of-County Night School, Dual or Joint Enrollment)

Educational Institution: _____

Mailing Address: _____

Telephone: _____ **Fax:** _____ **e-mail:** _____

Institution's Accreditation: _____

Course Name: _____

Reason for Request: _____

Amount of Credit Requested: _____ .5 (1/2) credit _____ 1 credit

A copy of the syllabus and course objectives should be attached.

Student's Signature: _____ **Date:** _____

Parent's Signature _____ **Date:** _____

School use: _____ **Date Received:** _____ **School:** _____

Syllabus and Objectives Attached: _____ Yes _____ No

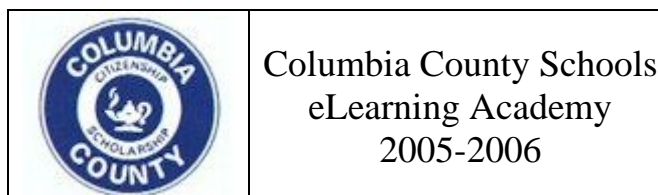
Committee Members: _____

Committee Recommendation: _____

_____ **Approved** _____ **Not approved** _____ **Date:** _____

Principal's signature: _____ **Date:** _____

Updated 12/2005



Counselor Recommendation Form for Online Courses

Student Name: _____

School: _____

Semester: _____

Course: _____

Course Provider: (circle one)

GA Virtual School

Gwinnett County Online Campus

Reason for taking online course: (circle one)

Remediation

Enrichment

I ____ recommend ____ do not recommend that the student take this course.

Reason(s) (if not recommending):

Counselor's Signature: _____ Date: _____

Parent Override: _____

I understand the following:

- 1) End-of-course tests and the Senior Project are applicable to online courses.
- 2) There will be no refunds given for courses dropped.
- 3) Grades earned in online courses may affect my child's HOPE eligibility, GPA, and class rank.

Parent Signature: _____

Date: _____

Elementary School Instructional Time Guidelines

The school day is defined as 420 minutes per day. All schedules should reflect core, enrichment, and non-instructional times. When possible, schedule for uninterrupted time during the core reading and math blocks. Schedules should reflect 30 minutes of lunch and 20-30 minutes of recess: K-2 – 30 minute maximum, 3-5 – 20 minute maximum. Note that RTI sessions are scheduled in addition to the stated core requirements.

Kindergarten Academic Core – 270 Minutes/Day

Whole Group/Center Activities		60 minutes/day
Reading Core Requirement	{RTI Sessions – T2 +30 minutes, T3 +60minutes}	90 minutes/day 20-30 minutes whole group 60-70 minutes small group
Language Arts *		30 minutes/day
Math Core Requirement	{RTI Sessions – T2 +30 minutes, T3 +60minutes}	60 minutes/day
Science/Social Studies*		30 minutes/day

**These subject areas may be addressed in centers or through hands-on activities in other subject areas.*

Rest Time semester) 45 minutes/day (may reduce to 30 minutes 2nd)

Physical Education	120 minutes/week
Music	30 minutes/week (minimum)
Art	30 minutes/week (minimum)

Grades 1-3 Academic Core – 290 Minutes/Day

Language Arts Total – 160 minutes/day		
Reading Core Requirement	{RTI Sessions – T2 +30 minutes, T3 +60 minutes}	90 minutes/day 20-30 minutes whole group 60-70 minutes small group
Writing, Spelling, Grammar		70 minutes/day
Math Core Requirement* (minimum)	{RTI Sessions – T2 +30 minutes, T3 +60 minutes}	60 minutes/day

If math is scheduled for a 90 minute block, the T2 intervention may occur within that time frame. Additionally, T3 would only require an extra 30 minutes of Intervention.

Science/Health/Social Studies* 70 minutes/day
If math is scheduled for 90 minutes, this block may be reduced to a 40 minute time frame.

Grades 4-5 Academic Core – 300 Minutes/Day

Language Arts Total – 120 minutes/day		
Reading Core Requirement	{RTI Sessions – T2 +30 minutes, T3 +60 minutes}	60 minutes/day
Writing, Spelling, Grammar		60 minutes/day
Math Core Requirement* (minimum)	{RTI Sessions – T2 +30 minutes, T3 +60 minutes}	60 minutes/day

If math is scheduled for a 90 minute block, the T2 intervention may occur within that time frame. Additionally, T3 would only require an extra 30 minutes of Intervention.

Science/Health* 60 minutes/day
 Social Studies* 60 minutes/day
If math is scheduled for 90 minutes, the science/social studies blocks may be reduced to 45 minute time frames.

Grades 1-5 Enrichment

Physical Education	120 minutes/week
Music	40/45 minutes/week
Art	40/45 minutes/week

Recognizing that a school community may at times desire to deviate from the approved program guidelines, the following procedure has been established. The written proposal to the Superintendent must include:

- ✓ Reason for request
- ✓ How research supports proposal
- ✓ How the proposal supports the school's beliefs and mission
- ✓ Level of staff support for the proposal
- ✓ Level of parental support for the proposal
- ✓ How the plan will be evaluated
- ✓ How the plan will be funded

The plan will be reviewed on an annual basis.