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The Columbia County Board of Education believes that learning is enhanced when instructional time is protected from interruption by administrative or non-instructional activities. To this end, the following limitations are established:

**(I) DEFINITIONS:**

- (A) For the purposes of this policy, instructional activity is defined as all portions of the day when instruction or instruction-related activities based on state approved courses are provided or coordinated by a certified teacher or substitute teacher. Instructional activities may further be defined by locally developed educational objectives.
1. Testing, counseling, and health screenings are deemed to be instructional activities.
  2. A maximum of 10 clock hours of early dismissal time for parent-teacher conference may be counted as instructional time.
- (B) Fifth-year senior - A student enrolled in a high school for the fifth year for the purpose of earning sufficient Carnegie units or credit to graduate.
- (C) Audit - enrolling in a course without receiving a grade or Carnegie credit.
- (D) School-sponsored non-instructional activity - a function during the school day that is held under the auspices or sponsorship of a school or school system.
1. Educational field trips which relate directly to state approved course objectives are deemed to be instructional.
  2. Rest periods, recesses, breaks, class change time, and lunch periods are not considered to be instructional time.

**(II) REQUIREMENTS**

- (A) In grades K-12, student time away from classes shall be limited to 10 instructional days per year (60 instructional hours per year) for school sponsored non-instructional activities. Documentation of individual student absences shall be maintained.
- (B) The Board of Education will consider allowing additional absences for school sponsored non-instructional activities provided:

Page 2 of 3—Policy IED (2)—Scheduling for Instruction

1. **The request is made** on an individual student basis. Group or team activities will not be considered;
2. The student is passing all courses;
3. The request carries the recommendation of the school principal, to include a rationale for the exception that explains how the activity away from class **is** academically and instructionally beneficial to the student. Documentation of individual student's absences shall be maintained.

(C) Students in grades nine through twelve shall be scheduled for a minimum of six class periods for each day enrolled, with the following exceptions:

1. Fifth year seniors
2. Students participating in dual and joint enrollment programs as described in DUAL AND JOINT ENROLLMENT PROGRAMS Rule 160-4-2.34 and Columbia County Board Policy IDCH.
3. Students waived by the Board of Education due to extreme hardships.

(D) **Class Audits:** Students may audit a secondary course for which they have received Carnegie credit to increase their learning. The student will not receive a grade or Carnegie credit for the course. Students may not audit a secondary course for which they have not received Carnegie credit.

In an audit course, the student must follow all school rules and policies as if he/she were enrolled in a course for Carnegie credit. In order to promote academic success, students may not audit more than two courses in the same academic area during a semester.

(E) **On-Line Learning:** The Columbia County School System does not recognize correspondence course credits. However, on-line courses from accredited secondary and postsecondary institutions are accepted for transfer credit.

The Columbia County School System recognizes that online learning is a viable option that allows students to accelerate or remediate their learning. Any on-line course taken for credit must have prior counselor approval to ensure that it satisfies graduation requirements. A list of system-approved courses will be maintained in the guidance office of each high school. The list may be updated as new and approved courses become available. It is the

**Page 3 of 3–Policy IED (2)–Scheduling for Instruction**

responsibility of the student/parent to ensure on-line course acceptance for admission into a postsecondary institution.

Authority O.C.G.A. §20-2-160; 20-2-161.1; 20-2-165; 20-2-168(C); 20-2-240

Authority O.C.G.A. §§ 20-2-150;20-2-160; 20-2-161.1

REFERENCE: AF, JBC (JBCCB)

PROCEDURE: YES

ADOPTED: 03/25/97

REVISED: 08/25/98, 02/09/99, 8/10/99, 12/14/99,3/12/02,4/23/02, 2/14/06

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COLUMBIA COUNTY BOARD OF EDUCATION