

**IED-R Scheduling for Instruction**

1/16/25

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) complies with the requirements established by the Georgia Board of Education for scheduling minimum class enrollment requirements and release time unless waived under the District's Strategic Waiver School System contract. The District also recognizes that digital learning days and/or shortened school days offer opportunities to both individual students and entire schools for academic enrichment and professional learning. Students, for example, can use these days, if in an organized, endorsed program, to pursue career and other transition-to-work opportunities while schools can use them for training, planning, data analysis, and communication with parents/guardians.

**RULE:****A. MINIMUM SCHOOL DAY FOR HIGH SCHOOL SENIORS (MINIMUM DAY PROGRAM):****1. Length of School Day:**

District high schools shall maintain at a minimum 330 instructional minutes for all students with the exception of those in:

- a. State-approved internship or work-based learning programs; and/or
- b. Minimum Day programs for seniors as established by this Rule.

**2. Program Objectives:**

The District recognizes the senior year of high school as a time at which many students reach a level of adult responsibility; therefore, it is appropriate that these students be afforded the opportunity to pursue mature responsibilities in addition to their senior year studies. Objectives include the following:

- a. Provide a transition from the regular high school structure to adult responsibilities.
- b. Motivate students in their early high school years to meet the standards necessary for participation in this program.

**3. Limitations:**

The following regulations shall be observed regarding Minimum Day for high school students:

**a. Fourth Year Seniors:**

The Minimum Day for seniors in the fourth year of high school shall be limited to a reduction of one class period of the school day.

**b. Fifth Year Seniors:**

In accordance with State Board of Education provisions, fifth year seniors may enroll in the course(s) needed to meet graduation requirements and be dismissed directly after attendance in the course(s).

**c. Mentorship and Career Technical Educations' Internship/Work-based Learning Programs Students:**

- (1) Students may not be enrolled in both Mentorship and a Career Technical Education's Internship/Work-based Learning program during the same semester.
- (2) Students may not be enrolled in both Internship/Work-based Learning Programs and Minimum Day during the same semester.
- (3) Students may not be enrolled in both Minimum Day and Mentorship during the same semester.

**4. Responsibility:**

The Principal or designee is responsible for all aspects of the Minimum Day program.

**5. Requirements for Participation:**

Seniors may qualify for Minimum Day school day according to the following provisions:

- a. Students must be eligible for enrolling or being enrolled in sufficient courses to provide for their completing the requirements for high school graduation;
- b. Students must have exceeded the sixteen (16) units necessary for classification as a senior according to the following:
  - (1) Seventeen and one-half (17.5) units must have been completed in order for a student to participate in Minimum Day during the first semester of the senior year;
  - (2) Nineteen and one-half (19.5) units must have been completed in order for a student to participate in Minimum Day during the second semester of the senior year.
- (3) **Course/Assessment Requirements:**  
 Students entering ninth grade in 2008-2009 and subsequent years must:
  - (a) Have passed a minimum of the following to qualify for Minimum Day:
    - 1) Two (2) required English/Language Arts credits,
    - 2) Two (2) required Mathematics credits, and
    - 3) Two (2) required Science credits; and
  - (b) Be able to schedule all specified courses for high school graduation.
- (4) **Internship/Work-based Learning (WBL) Programs:**  
 Students who are enrolled in a career technical education Internship/ Work-Based Learning program and planning to take only two and one-half (2.5) units per semester their senior year must:
  - (a) Have earned seventeen and one-half (17.5) units prior to fall semester participation to stay on track for on-time graduation. Students entering ninth grade in 2008-2009 and subsequent years will need to pass most or all remaining courses to accumulate sufficient units to graduate.
  - (b) Have earned nineteen and one-half (19.5) units prior to spring semester participation to stay on track for on-time graduation. Students entering ninth grade in 2008-2009 and subsequent years will need to pass most or all remaining courses to accumulate sufficient units to graduate.
  - (c) Must have passed or be enrolled in the specified courses for high school graduation with the exception of specific courses generally limited to seniors. Intern/WBL students not meeting these requirements must take a minimum of four (4) classes toward graduation requirements. Students entering ninth grade in 2008-2009 and subsequent years additionally must have passed a minimum of two (2) required English Language Arts credits, two (2) required Mathematics credits, and two (2) required Science credits.
  - (d) Students must have written permission provided by their parent/guardian to participate in this program.

**6. Extracurriculars:**

All provisions concerning extracurricular eligibility as specified in Administrative Rule IDE-R (Co-Curricular Activities) shall be applicable to students involved in Minimum Day.

**7. Program Evaluation:**

The Minimum Day program shall be periodically evaluated. Minimum Day shall also be reviewed with the Georgia Department of Education on an annual basis to ensure compliance with State Department policies and regulations.

**B. EARLY RELEASE PROFESSIONAL LEARNING DAYS (EARLY RELEASE):**

1. The District may schedule digital learning days or early release days during the school year for the purpose of school planned and conducted staff training or school improvement planning/assessment activities.
2. Students will utilize CTLS on digital learning days to access assignments from their teacher(s).
3. Students will be dismissed two hours early on Early Release days.
4. Digital learning days and early release days will be identified on the School Year Calendar.

### C. CONFERENCE WEEK:

The District shall designate one week as Parent Conference Week for elementary schools and middle schools.

1. Students will be released approximately two hours before the end of the regular school day in order that parent/guardian conferences can be scheduled for each student.
2. A procedure shall be established to annually assess the effectiveness of parent/guardian-teacher conferences.

#### Revision Timeline\*:

Adopted: 1/27/83

Revised: 4/28/83; 7/11/84; 8/8/84; 7/11/85; 8/27/87; 3/24/88; 10/26/89; 1/10/90; 7/14/93; 7/28/94; 8/9/95; 8/24/00

Reviewed: 9/11/02

Reclassified an Administrative Rule: 9/1/04

Revised: 8/13/08; 6/8/11

Revised and re-coded: 9/27/12 (previously coded as Administrative Rule IDB)

Revised: 10/14/15; 1/16/25

*\*Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.*

Division: Academics (Teaching & Learning)

#### Legal Reference

O.C.G.A. 19-09-0122	Delegation of authority; hardship
O.C.G.A. 20-02-0159.5	Dual credit courses; requirements
Rule 160-4-2-.12	Comprehensive Health and Physical Education Program Plan
Rule 160-4-2-.31	Hospital/Homebound Instruction
Rule 160-4-2-.34	Dual Enrollment
Rule 160-4-2-.48	High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years
Rule 160-4-3-.14	Work-Based Learning Programs
Rule 160-4-8-.09	Student Advisement
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-5-1-.18	Competitive Interscholastic Activities in Grades 6-12
Rule 160-8-1-.01	Georgia Virtual School Program