

## Dual Diploma Credit Issue Procedure

The Dual Diploma Program is designed to allow international students the opportunity to earn a High School Diploma from The Cottage School while simultaneously earning a Diploma from their Home School. To be eligible for a College Preparatory High School Diploma from The Cottage School, students making application to the program must submit the course outline or syllabus, from their Home School, which clearly outline the performance objectives and the content covered for each High School level class they have taken or will be taking at their Home School. Each course submitted by the student, or by the Home School for the student, is evaluated and compared to the equivalent class taught in The Cottage School. Both the performance objectives and content areas are compared. Providing the performance objectives and content areas match, the student can be issued credit for the course taken or planned to be taken as if the course were taken at The Cottage School. Core content classes such as Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, Physical Science, Biology, Chemistry, and Physics are fairly easy courses with which to match performance objectives and content as these core courses would cover very similar information regardless of the language in which the course was being taught. Other courses may or may not meet these standards. All course submissions from the student's Home School must be translated into English.

Currently, 23 Carnegie Units of study are required to meet Graduation Standards. Those Carnegie Units are specifically in the following areas of study:

4 Units of Language Arts

4 Units of Math (including Algebra I, Geometry, Algebra II, and either Algebra III, Pre-Calculus or Calculus or other higher level math)

4 Units of Science (including Physical Science, Biology, Chemistry and either Environmental Science, Anatomy or Physics)

3 Units of Social Studies (including World History, U.S. History (or approved substitute), U.S. Government/Political Science/Civics (or approved substitute) and Economics)

2 Units of Foreign Language

1 Unit of Fine Arts

½ Unit of Physical Education

½ Unit of Health

4 Units of Electives

For Language Arts, a comparison between the Course of Study taken in the student's Home School which would be equivalent to Language Arts taught in our school is compared for content area and performance objectives. For example, a student from Portugal would not take 4 years of Language Arts but would take 4 years of Portuguese Reading, Writing, and Literature. This combination of courses might be the equivalent of our English or Language Arts. A comparison of content covered and performance objectives outlined for each equivalent grade level would, assuming they cover comparable material, enable The Cottage School to grant an equivalent Language Arts credit for each grade level successfully completed.

Likewise, an American student might well study Spanish or French as their Modern Foreign Language. A student from a foreign country might well study English as their Modern Foreign Language. By comparing content and performance standards, on grade equivalent levels, between the English Level classes taught in the Home School and those covered in grade

equivalent classes in Spanish, French or other Modern Language class taught at The Cottage School, assuming they cover comparable material, credit could be granted as Foreign Language credit for each successfully completed grade equivalent year of study.

Using this model of comparison for all 23 Carnegie Units would enable The Cottage School to grant, potentially, many of the Carnegie Units of credit for courses taken in the Home School. There are some courses, mainly in the area of study of Social Studies, where comparison of performance objectives does not match successfully. Differences in world perspectives would most certainly be reflected in approaches to the study of World History. It is highly unlikely that any Foreign Nation would include a course of study involving U.S. History or U.S. Government. Likewise, the specific content areas of Economics and Health do not appear to be successful matches when performance objectives and content areas are compared.

Based on the comparison model, therefore, in most cases, a student who successfully completes 4 years of study in the Home School and receives equivalent credit for Language Arts, Math, Science, Modern Foreign Language, Physical Education, Fine Arts and at least 4 Carnegie Units of credit in subjects acceptable as Elective Credit, a student then completing the remaining Carnegie Units in Social Studies, Health and possible one or two other courses whose performance standards and content do not match well would be eligible to receive a High School Diploma from The Cottage School and from their Home School.

The Cottage School provides virtual classes in all college preparatory classes U.S. History, World History, Economics, U.S. Government, Health, English and many other courses. Students are enrolled as Cottage School Students however remain in residence in their Home country. Each class is taught by a Masters Level teacher. Student assessment results including auto graded assessments, instructor graded assessments, both in objective and subjective manner, are monitored by and reported to The Cottage School on a daily basis. Each class meets or exceeds performance objectives established by the State of Georgia. Our on line curriculum is fully accredited by SACS and AdvancED. Students must complete each semester course within the allotted 26 week period granted for each semester course. Content is available to the student 24 hours a day, 7 days a week so the student is able to work at a pace commensurate with the student's individual ability. Most students complete a semester course in 10 – 14 weeks. Both traditional, Honors and AP level courses are available to all appropriate students. Documentation of the comparison of course outlines and syllabi submitted by the student or the Home School for each student are maintained on file so the specific content area correlation can be verified.

By providing an individual instructor for each student enrolled in the program, the integrity of the student's work is validated by the instructor through a series of direct conversations between the instructor and the student. Instructors are trained to be sensitive to discrepancies which may occur between a student's verbal responses to the "informal evaluations" being conducted by the instructor compared to written work submitted by the student. Students suspected of fraudulently submitting work that is other than their own can be dismissed from the program. The close working relationship between the on-line instructor and the student comprise a very strong and important checks and balance which ensures the integrity of the program. In addition to providing college preparatory instruction, each student is also assigned to a Cottage School High School Guidance Counselor. Counselors works with their assigned students to ensure students are taking appropriate courses in keeping with the Post-Secondary

Plans. Counselors also provide guidance with regard to when to take ACT or SAT tests, how to select appropriate colleges or universities in the United States and when to make such application.

The Cottage School is fully accredited by SACS and SAIS and has been serving students for over 30 years. We have a day school program serving approximately 190 students on our 23 acre campus. We also serve students throughout the world through our Virtual Program. Our program combines flexibility, integrity, professionalism and quality to ensure students have the opportunity to maximize their success and achieve their Post-Secondary Goals. We look forward to being able to partner with you and bring this added value to your student body.

We currently have representation in Salzburg, Austria, Sao Palo, Brazil, various Provinces and Independent Cities in China, India, and in the United States with the following business partners:

Atom Labs Inc.

EC Red Bull

GeniumHighSchool

Henan Linnuo Educational Information and Consulting Co.,LTD.

Campus Net

Pillsbury College Prep.