

Salinas Union High School District

GRANTING OF CREDIT

Credit will be awarded in District – approved courses of study or programs. All District-approved courses of study shall be written in accordance with the District-approved courses description format.

The Board policy and administrative regulations on curriculum development apply to all District-approved courses in alternative programs as well as to regular day school programs.

In order to provide greater flexibility in meeting the individual needs of students, credit may be awarded to students on the following basis:

1. Middle School

- a. The academic credit system for 7th and 8th graders will provide five credits per semester for required courses only. These courses are as follows: English, Mathematics, Science, Social Studies, Physical Education. In addition to these requirements, Reading will be added if the student is required to take Reading based on District policy. It is understood that the credit system will not be cumulative, but will apply subject by subject, and students will be required to complete 20 credits in each of the required courses in order to be promoted to grade 9.
- b. A student might achieve credit for independent study projects, successfully passing examination, or by demonstrating to the satisfaction of the teacher that mastery or competency has been achieved in meeting the requirements for a unit or units of credit.
- c. Mastery or competency is the prerogative of the teacher, and shall be established by the objective judgment, or if need be, by achievement at the 80th percentile level.

2. High School

- a. One unit of credit for each period of 40-60 minutes of instructional time per week through one semester (i.e., a class meeting five times per week for 40-60 minutes each time for one semester would award five units of credit).
- b. One unit of credit for each twelve clock hours of instructional time (Carnegie Unit).
- c. One unit of credit for completion of a comparable amount of work as would be required for one unit of credit under a. and b. above. (Under this method of granting credit, a student would be expected to complete, regardless of the amount of time actually spent, the same amount of work required of a student receiving credit in the traditional manner.) A student might achieve credit in this manner for independent study projects, successfully passing examination, or by demonstrating to the satisfaction of the teacher that mastery or competency has been achieved in meeting the requirements for a unit or units of credit.

GRANTING OF CREDIT

- d. Mastery or competency is the prerogative of the teacher and shall be established by the objective judgment, or if need be, by achievement at the 80th percentile level.

Attendance may be a factor in granting credit if the Carnegie unit of instruction is used. A decision to deny credit should not necessarily be based on absenteeism per se but should be based on failure to acquire sufficient knowledge of skills because of absence from the classroom.

3. College Credit

One unit of college credit is equal to 3.3 units of high school credit.

4. Variable Credit

- a. The granting of credit in units different from five units for a semester course and ten units for a year course will be allowed only in those courses with clearly defined performance objectives.
- b. Each course must be subdivided into instructional units or course objectives with credit to be granted based on number of objectives achieved, not the amount of time spent in class.
- c. Under the direction of the department chairperson, whose responsibility it is to review and recommend to the principal, each school department requesting approval to grant credit under this regulation must:

(1) Develop and establish a written plan which will:

- (a) Present a rationale for teaching courses using variable credit
- (b) Show grading procedures related to written performance objectives

(2) Develop and establish a written plan for the student who needs extra time to complete the performance objectives of the course of study and for those students who complete the performance objectives of the course of study ahead of schedule. Students who do not complete the course may be awarded credit in an amount less than that prescribed for the course. The grade assigned must be indicative of the quality of work accomplished. (The student may receive an A grade even though he/she completes only two units of a five unit course.) Students who complete the course prior to the end of the prescribed time (quarter, semester, or year) must be allowed to continue for extra credit or be transferred to another course allowing variable credit.

(3) Develop and establish a written plan to accommodate the transfer student entering or leaving the course or the program.

GRANTING OF CREDIT

- (4) Obtain the approval of the principal for the plans developed and established in items 1.c.(1) through 1.c.(3) above.
5. Challenge of Course
- a. Students will be permitted to challenge courses offered on a traditional basis or a variable credit basis. Upon a demonstration of mastery of course or unit expectations (with the exception of those courses that are determined remedial), credit will be awarded.
 - b. The procedures by which students may challenge courses are as follows:
 - (1) The student will petition the instructor to challenge a course.
 - (2) The teacher responsible for the course, the department chairperson, and responsible administrative head will agree upon the level of proficiency to be required and the method of evaluation. Some of the methods that might be utilized include standardized tests, teacher-made-tests, demonstration of practical skills, review of work completed, oral interview, or any combination of the above.
6. Credit for Repeated Classes

A student who, with the approval of his counselor, repeats a class in order to raise his grade in that subject shall receive no credit for the repeated subject. The highest grade received will be the permanent grade on the student's transcript. Such a student shall not be permitted to graduate with fewer than the required 220 credits. No more than 20 credits of work, excluding summer school, may be repeated in this manner.

If, due to a scheduling error, a student repeats a course or part of a course at no fault of his/her own, the student may receive not more than five units of credit in a "subject area elective" course with the approval of the principal. Any contested units in excess of the five units may be appealed to the site principal. This provision applies to core academic classes only (English/ESL, Math, Science, Social Studies).

7. Drops and Transfers

Student Initiated Drop:

A class drop is a reduction in the number of periods of attendance in school. (Example: Student is enrolled in six classes, wishes to discontinue enrollment in any one of the classes and not add a replacement. This is a drop and the student will be enrolled in five classes.)

Salinas Union High School District

GRANTING OF CREDIT

- a. During the first five weeks of the first or third quarter a student may drop a class with no grade or credit carried forward.
- b. If a drop takes place between the beginning of the sixth week and the end of the first or third quarter, a student will receive the grade at the time of the drop on the quarter report card, but will receive no credit.
- c. If the drop occurs during the second or fourth quarter, the student will receive a failing grade and no credit for that quarter or semester. Any exception must be approved by the principal.

Student Initiated Transfer:

A transfer is defined as a change in student schedule which does not result in a reduction of the number of periods of enrollment. (Example: Student is enrolled in six classes, chooses to change from electronics to metals without a change in the total number of classes enrolled. This is a transfer.)

- a. During the first five weeks of a semester, transfer to any class is allowed with no grade or credit penalty from the previously enrolled class.
- b. Transfer occurring from the beginning of the sixth week to the end of the first or third quarter, a student may only transfer to a variable credit class in which case credit and grade will be granted for time spent in that class only (maximum 5 credits)

OR

A student may transfer to a class in the same content area in which case the grade from the first class will be weighted in combination with work completed in the second class to arrive at a quarter grade.

- c. A student who initiates a transfer during the second or fourth quarter may only transfer to a variable credit course or a course in the same content areas as the one he or she is leaving. If the transfer is made to a variable credit course, the student may only receive a maximum of two and a half credits for semester work. If the transfer is made to a course in the same content area as the one he is leaving, the student is eligible for a full five credits; however, the grade will be a selection of work completed in both classes.
8. Alternative Instructional Programs by Which Credit May be Awarded Other Than Through the Regular Day School Program
- a. Adult School
 - b. Hartnell College
 - c. Mount Toro/Basic Skills Lab

Salinas Union High School District

GRANTING OF CREDIT

- d. Work Experience and ROP
- e. Young Mother's Program
- f. Correspondence Instruction
- g. Foreign Study and Travel
- h. Private Schools

- (1) Credit granted only from state accredited institutions
- (2) Credit granted only upon receipt of official transcript.
- (3) Credit may not be given for required religious education classes from parochial schools, i.e., if classes from parochial schools is entitled "Religion". Classes offered from the Department of Religion entitled Philosophy, Ethics, etc., may be granted credit in the public high school.

- i. Summer School

- (1) All existing regulations with granting of credit apply to summer school program.
- (2) Granting of credit may be subject to work completed and approval made by the teacher in charge of the middle and high summer schools and Director of Community Education.

- j. Credit for Foreign Language Instruction

- (1) The Salinas Union High School District will grant credit for foreign language instruction in accredited religious institutions. Education Code 51243 and Administrative Code Title V, Section 11632 authorize the awarding of such credit and set forth the conditions under which it may be granted. Credit will be granted for foreign language instruction when the following conditions are met:

- (a) The pupil regularly enrolled in grades 9 through 12 of the District.
- (b) The pupil or his parent or guardian makes written application for the credit, specifying the school attended and the amount and level of credit requested.
- (c) The pupil shall demonstrate by written proficiency examination or oral examination, at the option of the school, that his level of achievement is equivalent to that of a pupil of comparable ability taking similar instruction in the schools in the District. Approval of credit will be granted by the principal upon the recommendation of the student's counselor.

- k. Independent Study/Opportunity Class

GRANTING OF CREDIT

(1) Contract Independent Study

(a) Definitions

- 1- Contract Independent Study: An alternative to a regular classroom program of instruction which allows a student with special needs (truancy/beyond control/high performance/creativity) to meet specific course requirements through an individualized program of instruction.
- 2- Supervisor: Any credentialed staff member assigned time and responsibility to supervise or oversee a student engaged in Contract Independent Study.
- 3- Students: A student enrolled in grades K-12 in a school that provides for a minimum school day (Ed Code 46113, 46141).
- 4- Trained Specialist: A community person, instructor, or classroom teacher qualified to provide systematic direction, coaching, or teaching in a field closely related to a specified District course of study and in the independent study area.

(b) Requests for enrollment in the program must be made on an individual basis. A separate request should be filed for each semester.

(c) Criteria for approval of requests include the following:

- 1- Evidence that the applicant can work independently.
- 2- Evidence of likelihood that the proposed program will be pursued diligently to completion.
- 3- Availability of certificated classroom teacher with adequate time to supervise the student effectively.
- 4- An acceptable written statement of educational objectives and competencies and the means to achieve them.
- 5- Evidence that student activity in the program will approximate the amount of time devoted to the course in the classroom at the site granting credit.
- 6- The educational plan must represent the equivalent of a minimum school day for a given grade level.

(d) Independent Study Contracts will include the following provisions:

- 1- The course name and title as listed.

GRANTING OF CREDIT

- 2- A statement of the major objectives of the District course to be undertaken.
- 3- Names of student, supervisor, and trained specialist, if any, to whom the student is assigned.
- 4- A well-defined list describing the major activities and the school equipment, supplies, and materials needed by and available to the student in order to achieve the course objectives.
- 5- The manner in which achievement of objectives and competencies will be evaluated.
- 6- The manner, time, and place of reporting progress.
- 7- A list of the expected time requirements for achieving each of the objectives and for completing the study contract.
- 8- A description of the methods for obtaining the individual assistance of tutoring required to achieve course objectives.
- 9- A tentative schedule of conferences between student and supervising teacher.
- 10- Agreement to the contract evidenced by the signatures of the student, and the student's parent or legal guardian if he/she is a minor.

(e) Attendance Accounting

Contract Independent Study is a part of the student's apportionment day and may be conducted on or off the school grounds. The manner, time, and place of reporting daily attendance of the student should be indicated in the contract.

For the purpose of computing ADA of students enrolled in grades 7 through 12, attendance shall include pupil attendance and participation in a Contract Independent Study Program under the coordination, evaluation, and general (but not immediate) supervision of an employee of the District who possesses a valid certification document. A pupil enrolled in a Contract Independent Study Program shall not be credited with more than one day of attendance in any calendar day, and shall be enrolled in a school program which provides for the minimum school day. The annual October attendance report compiled in the District Child Welfare and Attendance Office to be submitted to the State Department of Education must indicate the number of students enrolled in Contract Independent Study courses.

(f) Reports and Forms

- 1- Contract Independent Study Request HSD 272
- 2- Contract Independent Study Results HSD 273

GRANTING OF CREDIT

(g) Supervisor (with assistance of trained specialist, if applicable)

- 1- Assists student with the completion of the request form, and establishes a schedule for student/supervisor conferences.
- 2- Monitors student's progress toward objectives, holds conferences with student, and records results of evaluations.
- 3- Determines credit and grade earned and insures that this data is recorded on the student's permanent record.
- 4- Completes "Contract Independent Study Results," indicating intermediary conferences and evaluations and the final conference, evaluation, and grade, and submits to counselor for student's file.
- 5- Maintains all necessary records, consistent with the requirements listed.

(h) School

- 1- Establishes site procedures for implementing Contract Independent Study, including assignment of supervisor(s) with assigned time for such responsibility.
- 2- Assumes responsibility for record keeping activities including:
 - a- A file of agreements
 - b- The number of students enrolled in Contract Independent Study, including assignment of supervisor(s) with assigned time for such responsibility
 - c- The number of students successfully completing an agreement
 - d- The number of credits attempted
 - e- The number of credits awarded
 - f- The titles of courses undertaken
 - g- A record of grades issued. This record shall include separate totals for each subject field

(i) Home/Hospital Study

- 1- Home Teaching
 - a- Credit will be awarded for students under home instruction subject to the following conditions:
 - b- Approval for home instruction given by Director of Pupil Personnel Services upon request of counselor/principal
 - c- Credit will be awarded upon completion of work accomplished

Salinas Union High School District

Students

Regulation #5121.2

GRANTING OF CREDIT

-d- Home instruction teacher will assign, supervise, and evaluate work accomplished and credit awarded.

Issued: 5/27/85
Amended: 11/19/85
Amended: 9/3/86
Amended: 4/28/89
Amended: 3/10/92