

## **High School Credit Policy**

High school credit will be awarded for successful completion of a specified unit of study.

- Earning a passing grade according to the school's grading policy; and/
- Demonstrating proficiency/mastery of content standards as determined by the school; and/ or-
- Successfully completing an established number of hours of planned instructional activities to be determined by the school.

Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits, the school will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the school will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. Credits from (including, but not limited to) unaccredited programs, homeschools, non-high school courses, work experience, and challenges shall be evaluated according to the assessment of home school credits. The decision of the principal or designee may be appealed to the Chief Administrator within fifteen school days.

Sources:

<http://www.sbe.wa.gov/documents/Sample%20Credit%20Policy.pdf>

WAC 180-51

WAC 180-51-050

WAC 392-410-340

RCW 28A.195.010

## **Equivalency Course of Study**

Students may earn credit for learning experiences conducted away from school or by persons not employed by the school district.

- (1) Credit, including high school graduation credit, may be granted for school planned or approved learning experiences primarily conducted away from the facilities owned, operated, or supervised by the district (school) or conducted primarily by individuals not employed by the school.
- (2) School planned or approved learning experiences such as, but not limited to, travel study, work study, private lessons, and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with written policies (see homeschool policy) established by the school.
- (3) Written policies which permit the granting of credit for such out-of-school learning activities shall be adopted by the school board of directors and shall be available to students, parents, and the public upon request. Such policies shall include at least the following provisions:

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(4) A proposal for approval of credit for such learning experiences shall be submitted to the personnel designated in the written policy for review, revision, and approval or disapproval prior to the experience and shall include at least the following information:

- (a) Name of program or planned learning experience;
- (b) Length of time for which approval is desired;
- (c) Objectives of the program or planned learning experience;
- (d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
- (e) Description of how credits shall be determined in accord with WAC 180-51-050(1);
- (f) Content outline of the program and/or major learning activities and instructional materials to be used;
- (g) Description of how student performance will be assessed;
- (h) Qualifications of instructional personnel;
- (i) Plans for evaluation of program; and
- (j) How and by whom the student will be supervised.

(5) The reasons for approval or disapproval shall be communicated to the students and parents or guardians

(6) Students can earn credit for correspondence courses, electronically mediated courses, and college courses.

Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit, state law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.

(7) Granting credit for learning experiences conducted away from school, including National Guard high school career training.

(8) Granting credit for work experience-- Work experience on the basis that four hundred five hours of work experience equals one credit;

(9) Granting credit based upon competence testing, in lieu of enrollment.

(10) Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.

If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

(a) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or

(b) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or

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equivalent to a course offered at a high school in the district as determined by the school district board of directors.

(5) Students who have taken and successfully completed high school courses under the circumstances in subsection (4) of this section shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

(11) Other courses offered by any school or institution if specifically approved for credit by the district (school).

Source-- WAC 392-410-300  
WAC 392-410-310  
WAC 392-410-340  
RCW 28A.230.090

<http://www.sbe.wa.gov/documents/Sample%20Credit%20Policy.pdf>

### **Homeschool/School/Institution Credit Policy**

Students who have homeschooled, gained credit, or (including, but not limited to) gained experience, or demonstrated competency from any school or institution, unaccredited programs, homeschools, non-high school courses, work experience, and challenges shall provide the principal or designee the following (including, but not limited to):

- Work documents, Bible Study, Youth Camp records, diary, journal, portfolio, letters, independent study records, awards/certificates, or logs documenting the work completed during the experience, internships, volunteer experience.
- Any type of paper, presentation, craft, or project that demonstrates skill (Farmers Market crafts/produce, 4-H/Open animal/craft/exhibit, Eagle Scout Project, Agriculture Education display paper/presentation, Photography class, Pottery class, Watercolor class, Knitting class, Canning class, Ballet, Clogging, Guitar lessons, Horsemanship lessons, English Equestrian Riding, Western Equestrian, Showmanship lessons, Dog Training, Quilting lessons, Sewing lessons, Cooking classes, Jewelry making classes, ...etc.).
- Any other type of performance-based, formative & summative evaluation, state assessment (WASL, HSPE, EOC, COE, ELA, WA-AIM, Smarter Balanced scores,...etc.), and any other relevant item involving a learning activity relating to course.

The principal or designee recognition of credit will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought.

Source-- WAC 392-410-300  
WAC 392-410-310  
WAC 392-410-340  
RCW 28A.230.090

### **Grading Policy**

Students will receive credit after receiving a passing grade, met proficiency on course requirements, or subject standards determined by instructor or any other assessment.

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Source: <http://www.sbe.wa.gov/faq/highschoolcredits.php#.VkrMb3arSUK>  
<http://www.sbe.wa.gov/documents/Sample%20Credit%20Policy.pdf>

### **Credit Discrepancy/Mistake**

Mistakes do happen! If a student or parent notices a discrepancy or clerical mistake on records or any other documentation, the student or parent needs to contact a teacher or administrator at the school to discuss the discrepancy or clerical mistake. Once a decision has been made, the record will reflect the correction of the discrepancy or clerical mistake. Students and parents can appeal the decision to the Saddle Mountain Chief Administrator.

### **High School Diploma**

The Saddle Mountain School board shall award a regular high school diploma to every student enrolled in the school who meets the requirements of graduation established by the school. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction, which may have been pursued.

Source: <http://www.sbe.wa.gov/documents/Sample%20Credit%20Policy.pdf>

Links to Statutes and Regulations that apply to private schools:

<http://www.k12.wa.us/PrivateEd/PrivateSchools/Application.aspx#statutes>

Adopted: 4.2008

Revised:

7.2008; 8.2009; 9.2010; 8.2011; 8.2012; 8.2013; 7.2014; 9.2015; 11.2015; 6.2016

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