

AWARDING OF CREDITS

I. PURPOSE

To outline guidelines for awarding credits.

II. SCOPE

This policy applies to students within the Shelby County Schools.

III. POLICY STATEMENT

Awarding of Credits

The Board will approve annually a list of high school courses to be offered and the minimum and maximum credits that may be earned in each course.

Credits will be awarded in .5 increments upon successful completion of a semester. Additionally, a student will receive one full credit in the course if he/she receives a passing yearly grade in the course.

Dropping Courses

If in the opinion of the principal, counselor, teacher(s), or parent a student is experiencing extreme difficulty in a subject, a student may drop a course in accordance with the administrative rules and regulations accompanying this policy.

IV. RESPONSIBILITY

The Superintendent (or designee) is responsible for administering this policy.

AWARDING OF CREDITS

Revised: 11-24-15

Dropping Courses*

If in the opinion of the principal, counselor, teacher(s), or parent a student is experiencing extreme difficulty in a subject, a student may drop a course by the end of the first nine weeks without that subject being recorded on the student's cumulative record. If a student should drop a course from his/her schedule after the end of the first nine weeks, then that course and a failing grade will be recorded on the student's cumulative record.

The following procedures should be followed should a student encounter difficulty in making adequate academic progress in a course with special requirements such as Honors Courses, Advanced Placement Courses, International Baccalaureate Courses, courses with national industry certification, online courses, and dual enrollment/dual credit courses:

- The student must first consult the teacher for ways to improve.
- If academic difficulty continues, the parent may request a school meeting to include the teacher, the student, the parent(s), and the appropriate school counselor along with the appropriate assistant principal. This team will form a plan of action.
- The final approval for a student to drop a course is at the discretion of the principal and shall be based upon multiple factors, including available space in an alternative class at the time of the request

**This section does not apply to virtual/online courses. See policy 5004 Online Courses and Online Course Recovery for provisions regarding dropping district offered online courses.*

Awarding Credits to Students Transferring from One School to Another

Students may transfer among public schools or among Category I, II, or III private schools (see Chapter 0520-07-02), without loss of credit for completed work. The school which the student leaves must supply a properly certified transcript showing the student's record of attendance, achievement, and the units of credit earned.

Except as provided by law, principals shall allow credit for work transferred from other schools only when substantiated by official transcripts. Students transferring

from schools which are not approved by the Tennessee State Board of Education or by comparable agencies shall be allowed credit only when they have passed comprehensive written examinations approved, administered, and graded by the principal. Student scores from a recognized standardized test may substitute for the required comprehensive written examinations. In accordance with the Interstate Compact on Educational Opportunity for Military Children, military parents may present their child's unofficial or hand-carried education record when transferring their child. SCS shall enroll and appropriately place students of military parents based on the information provided in the unofficial records pending validation of the official records. SCS shall request, as soon as possible, the official records of the child from the school in the sending state for validation purposes. Additionally, except as provided by law, students transferring from schools which are not approved by the Tennessee Board of Education or by comparable agencies shall be allowed credit only when they have passed comprehensive written examinations approved, administered, and graded by the principal. Student scores from a recognized standardized test may substitute for the required comprehensive written examinations.

The examination administered to students in grades 1-8 shall cover only the last grade completed.

The examinations administered to students in grades 9-12 shall cover the individual subjects appearing on the official transcripts. The examination for subjects of more than one unit need cover only the last unit completed. A student transferring from one school to another may count for graduation one-half (1/2) unit of credit in courses for which a minimum of one (1) unit is required only if the course is not offered in the school to which he or she is transferring.

The principal is authorized to transmit transcripts of a student to any school to which the student transfers or applies for admission when the records are requested by the receiving school or institution. The parent or guardian of the student will be notified that the transcript is being sent.

Students should be enrolled *at least* 15 days before receiving a nine-week grade on the report card.

Transfer Provisions for Students of Military Parents – for Course and Program Placement

When students of military parents transfer before or during the school year, SCS shall initially honor placement of a student based on educational assessments and the student's enrollment in educational courses from the sending state, if the courses are

offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, vocational, technical and career pathways courses. The district may perform subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course. District administration may also waive course prerequisites or other preconditions for placement in courses offered under its jurisdiction.

Additionally, SCS shall initially honor the placement of students of military parents in educational programs based on current assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to, Gifted and Talented Programs and English as a Second Language (ESL) programs. SCS also shall initially provide comparable services to students with disabilities based on their IEPs and, in accordance with all applicable laws, shall make reasonable accommodations and modifications to address the students' needs subject to a student's existing 504 or Title II Plan in order to provide the student with equal access to education. The district may perform subsequent evaluations to ensure appropriate placement of the student. District administration may also waive program prerequisites or other preconditions for placement in programs offered under its jurisdiction.

Out-of-School Experiences

Out-of-school experiences are academic/instructional activities that take place away from the school premises (e.g., Service Learning, Junior Achievement, attending college workshops and college preparatory schools, and completion of a supervised occupational education program consisting of a specified number of hours). A maximum of two (2) units of credit may be earned by a student for out-of-school experiences during his/her high school career with no more than one (1) unit during a nine month school year. Out-of-school experience credit can be earned only for activities occurring out of school; that is, before or after the school day or during the summer. All such credit must be counted in excess of the units required for graduation with no out-of-school experience substituting for any required course. No unit in out-of-school experience may be counted toward the total number of units required by the State for graduation.

Credit must be granted for out-of-school experiences in terms of the number of hours of instruction (i.e., 180 hours = 1 unit of credit; 90 hours = 1/2 unit of credit).

Students must submit requests for out-of-school experiences to the principal for approval by the Superintendent (or designee). Program proposals must be approved by the Superintendent/designee prior to student participation and prior to awarding credit for the experience. The program must be coordinated by a faculty member with specific, appropriate background. The program must be conducted at times other than

the normal school day. Exceptions may be made upon the recommendation of the Superintendent.

Assurance must be made that there are no conflicts of interest for faculty or administrators. The student should receive no remuneration for participation in this program.

Assurance must be made that students who participate in out-of-school experiences for credit must exhibit passing grades in all courses in school, acceptable attendance, and acceptable conduct.

There must be no program of similar content available in the elective courses in the regular school program.