

Credit Guidelines

for Graduation
from Secondary Schools

2016-2017

Board of Education

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CREDIT COMMITTEE

Appreciation is expressed to the following members of the Jordan School District Gifted/Talented Counselor Committee for their capable assistance in compiling and revising these credit guidelines.

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INTRODUCTION

The purpose of this handbook is to provide Jordan School District administrators, school counselors, and other guidance personnel with guidelines that will assure consistent awarding of credit across the District. If after consulting this document, you do not find answers to specific questions, please consult with the secondary guidance counselor specialist, your school principal, or an administrator of schools supervising middle schools or high schools.

There are essentially six types of credit that may accrue toward graduation within the Jordan School District. This booklet has been organized around these six sources of credit as follows:

1. Regular coursework taken at Jordan District secondary schools.
2. Online courses for Grades 9-12 taken through Utah Students Connect/Jordan Connect, the Statewide Online Education Program or other accredited online providers.
3. Credit transferred from another accredited* educational source outside Jordan District.
4. Make-up credits or credit taken at an accredited* educational source to make-up for failed courses.
5. Enrichment and acceleration credit or credit taken from an accredited* educational source to supplement regular coursework or to accelerate toward early graduation.
6. District-approved tests, portfolios, or other performance appraisals (e.g. Jordan District or Utah State Board of Education (USBE)-Approved Competency Assessments).

*"Accreditation" means the formal process for internal and external review and approval under the Standards for the Northwest Accreditation Commission, a division of Advance Education Inc., (AdvancED). [State Board Rule R277-410-1A].

I. CREDIT FOR REGULAR COURSEWORK

A. Introduction

For purposes of this handbook, "Regular Coursework" is defined as all courses/programs listed in the Jordan School District Secondary Course Catalog.

B. Graduation Requirements

To graduate from a Jordan School District high school, a student must:

1. Earn the minimum number of credits designated by the Utah State Board of Education and the Jordan District Board of Education.
2. Meet attendance requirements as designated by the Jordan School District.
3. Pass the U.S. Citizenship Test
4. Complete all graduation requirements prior to commencement exercises in order to participate.

Note: Meeting graduation requirements entitles a student to receive a diploma but does not necessarily entitle a student to attend commencement. A student may be denied the privilege of attending commencement based upon disciplinary action by the school administration.

C. Course and Credit Requirements

1. Credit is awarded on the basis of a student's participation, mastery of subject matter, and/or attainment of skills. Credit is granted for courses taken in grades 9-12. Credit earned during the summer prior to ninth grade may be applied toward graduation. Jordan School District requires the "minimum core curriculum" as specified by the Utah State Board of Education Rule R277-700-6 along with the additional course credits listed below for high school graduation.
2. Based on the Utah State Board of Education (USBE) requirements for high school graduation, Jordan School District requires each student to complete the following courses and credits for high school graduation:

<u>English/Language Arts</u>	<u>4.0 Credits</u>
1.0 Language Arts 9 or 9 H	
1.0 Language Arts 10 or 10 H	
1.0 Language Arts 11, 11H, AP Language, AP Literature	
1.0 Language Arts 12, 12CP, AP Language, AP Literature, or Approved Senior Language Arts Course	
<u>Social Studies</u>	<u>3.5 Credits</u>
1.0 Geography for Life	
1.0 World Civilizations	
1.0 U.S. History	
0.5 US Government and Citizenship	
<u>Mathematics</u>	<u>3.0 Credits</u>
2.0 Foundation/Core credits	
1.0 Additional Foundation/Core or Advanced Applied, or Foundation (AAF) credit	
<u>Science</u>	<u>3.0 Credits</u>
2.0 credits from two different Foundation/Core areas: Earth, Biology, Chemistry, Physics, or Computer Science	
1.0 additional Foundation/Core or Advanced Applied, or Foundation (AAF) credit	
<u>Healthy Lifestyles</u>	<u>2.0 Credits</u>
0.5 Health	
0.5 Participation Skills & Techniques	
0.5 Fitness for Life	
0.5 Physical Education Elective or 2 Seasons of a USHAA Team Sports	
<u>Fine Arts</u>	<u>1.5 Credits</u>
<u>Career & Technical Ed.</u>	<u>1.0 Credits</u>
<u>Computer Technology</u>	<u>0.5 Credits</u>
<u>General Financial Literacy</u>	<u>0.5 Credits</u>
*Elective Courses	<u>8.0 Credits</u>
*TOTAL CREDITS:	27.0 Credits

**Note: Valley High School only requires five elective credits. As a result, only 24 total credits are required for a Valley High School diploma.*

3. Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by AdvancED Northwest or the Utah State Board of Education. Credit from these approved sources will be posted on Jordan District transcripts without alteration. [State Board Rule R277-705-3B(1)].
4. In addition to fulfilling high school graduation requirements, students should be advised to check admission requirements for colleges as well as scholarship and NCAA requirements

D. Other Guidelines Pertaining to Credits Earned in Local High Schools

1. Credit for Grading Period/Schedule Changes

In order to meet accreditation guidelines and standard instructional time requirements, students seeking high school credit for a course should be enrolled in that class no later than ten school days after the beginning of a grading period. In addition, students seeking high school credit for a course should be transferred or withdrawn from a class no sooner than ten school days before the end of the grading period.

On the rare occasion that a class change is necessitated after the first ten days of a grading period; the change should only occur within a content area or content level with teacher approval. When such changes occur, the student's current grade percentage from the class he or she is leaving should be transferred to the new class and averaged for a final grade for that grading period.

In the advent of extenuating circumstances, if a student is enrolled in a class and withdraws from the course after the first ten days of the grading period, but before the last ten days of the grading period, a No Credit (NC) should be posted on the high school transcript in order to document participation without completion. An "NC signifies that the student was not in the class long enough to be able to complete the necessary coursework to earn credit for that grading period. This is differentiated from a No Grade (NG) which signifies that the student did not meet the requirements to have a grade posted such as in the case of excessive absences or tardies.

Students that transfer from a school ten school days or less before the end of the grading period will receive their final grades from the previous school attended. If students enroll before the last ten days of the grading period, they will have the course grade percentages they brought with them from the previous school averaged with the course grades they earned in the current school.

Any transfer of a student from one school to another during a grading period should be approached with great caution by all school personnel and should be supported by a compelling reason to justify the transfer. Student transfers/withdrawals during a grading period create complications in matching coursework and garnering credit. Students wishing to transfer/withdraw should be strongly encouraged to meet with a counselor so that they may receive a full disclosure of the risks and credit loss that may be incurred as a result of the untimely transfer. Please note that military children have claim to special credit considerations. For more information please see *JSD Credit Guidelines Section 1. D. 11. Military Children*.

2. Students Completing Graduation Requirements the Summer Following Their Senior Year

All course work earned toward completion of a regular high school diploma must be completed and submitted to the school registrar by **October 1st** following the student's graduating year. A student who is not able to meet this deadline is eligible for an adult high school diploma at Southpointe High School.

3. Partial-Day Schedules

Normally, it is expected that a student attending a Jordan School District high school will attend a full schedule of courses. The Partial-Day Schedule guideline applies to rare occasions when a student combines studies at a District high school with studies at another accredited institution or online learning program and still qualifies for a diploma from the local school. For Annual Daily Membership/Weighted Pupil Unit (ADM/WPU) purposes, the "Partial-Day Schedule" applies to a student who attends school less than a full day but at least half of the regular school day. In such instances, school administrators and counselors should apply the following guidelines:

- a. A student must first make application, in order to obtain approval for a partial-day schedule. The application for partial-day enrollment (Form A) must be completed and signed by the student, parent, counselor, and administrator. In cases when outside credit will be earned, the application must include the name of the institution(s) from which the credit will be earned as well as a list of courses that will be taken. Credits earned from out-of-district sources must come from accredited educational entities.
- b. The student must provide a compelling rationale for seeking a partial-day schedule.
- c. At least half of the student's daily schedule must be in the local school (Release time for religious instruction counts as out-of-school time).
- d. "Education Release" should be entered on the student's course schedule for each of the released periods.
- e. A student must not be on the school campus during times he/she has been released from the school.
- f. Parents assume responsibility for the student's progress toward completion of courses taken outside of the high school as well as reporting grades and credit to the high school.
- g. If the student elects to discontinue the partial-day schedule and re-enroll in courses at the school, he/she may only do so at the beginning of the next quarter or trimester.
- h. As per state administrative rule (R277-419-1-n), a student must be in school a minimum of four hours per day. Each day that satisfies hourly instruction time shall count as a school day, regardless of the number or length of class periods or whether or not particular classes met.

4. Residency Requirement

An eligible student will receive a graduation diploma only from the high school at which he/she has been enrolled full-time during an entire semester of the year in which he/she completes the graduation requirements. A Jordan School District student is not allowed to transfer to any high school within the District the second semester of his/her senior year unless the transfer is initiated by the school administration or the parents move to another school area. A student transferring from out-of-district or out-of-state during the second semester of his/her senior year is encouraged to complete graduation requirements at the school from which he/she seeks to transfer. A final determination will be made by the school administration upon review of the student's transcripts and verification that the student has met all graduation requirements as established by the Utah State Board of Education and the Jordan School District. Note: When working with military children see also *JSD Credit Guidelines Military Children, I. D. 11*.

5. Military Children

As per [Utah Code 52A-1-1001404](#), military children have claim to special Student Education Plan for College and Career Readiness considerations when working towards a high school diploma. Considerations may be made in the following areas: Transfer of credit, alternative means to acquire coursework, testing requirements, cooperation and coordination with previous/ present educational agencies. Those servicing military students should refer to the code directly for further direction.

6. Dual Enrollment

a. Definition:

A person having control of a minor in a regularly-established private school or a home school may also enroll the minor in a public school for dual enrollment purposes. ([Utah Code 53A-11-Part 1102.5 \(2\)](#)).

b. Private School Dual Enrollment/Home School (Allowed)

Students who are in regularly-established private school or in home school can also be enrolled in a public school as a part-time student. If they wish to enroll in a public school for half time or more than half time, their home school status is nullified and the public school becomes the primary LEA. If Release time is needed less than ½ day a Release Form A or B may be used to excuse part of a school day if necessary. If they are in Home School more than half time, they can dual enroll for less than half time in public school. Using the half day to determine whether they are in home school or public school is a guideline, not a rule.

c. Charter School Dual Enrollment (Not Allowed)

A student can only be enrolled in one public school at a time. Charter schools are public schools, and as such, students who are enrolled in a charter school cannot also be enrolled in a public school. Online charter schools are public schools. Students may not be enrolled in an online charter school and also in a Jordan District school. (*Jordan District Planning and Student Services Procedures Manual, p. 61*) The Utah State Board of Education Charter School Directory can be accessed at <http://schools.utah.gov/charterschools/School-Directory.aspx> (Exception: If a charter school participates in the Statewide Public Education Online Program for Grades 9-12, dual enrollment is allowed. See *Credit Guidelines I-D-6f.*)

d. Public School Dual Enrollment (Not Allowed)

A student can only be enrolled in one public school at a time. Students enrolled at Valley High School seeking a 24-credit diploma will not be allowed to dual enroll in a regular high school that requires a 27-credit diploma. Dual enrollment at a regular high school and the alternative high school is not allowed because of the differences in credit requirements. (*Jordan District Planning and Student Services Procedures Manual, p. 61*)

e. Online Charter School or Online Public School Dual Enrollment (Not Allowed)

Online charter schools or online public schools outside of Jordan School District get their funding from the Weighted Pupil Unit (WPU). As a result, students who enroll in online courses through an online charter school or online public school outside of Jordan School District cannot also be enrolled in a Jordan District school (*Jordan District Planning and Student Services Procedures Manual, p. 61*) (Exception: If a charter school participates in the Statewide Public Education Online Program for Grades 9-12, dual enrollment is allowed. See *Credit Guidelines I-D-6f.*) Put a link to the list of providers.

f. Statewide Public Education Online Program Dual Enrollment (Allowed)

Students are eligible to earn up to six high school credits through the Statewide Online Education Program if they are enrolled in Grades 9-12 a public district school or charter

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school in Utah. Students attending a private or home school and having a custodial parent or legal guardian which is a resident of Utah are also eligible for the program. The list of approved Statewide Online Education Program providers can be accessed at <http://www.schools.utah.gov/edonline/Students-and-Parents/Courses.aspx> A student enrolled in the program may earn no more credits in a year than the number of credits a student may earn by taking a full course load during the regular school day in the student's primary school of enrollment. A student enrolled for more than 6 credits through the **Statewide Public Online Education Program will need to register as a home school student, (Utah Code 53A-15-Part 12-1204 and Utah State Board of Education R277-726-4)**

g. Electronic High School (Allowed)

Electronic High School (EHS) is sponsored by the Utah State Board of Education. Since EHS is not funded through the WPU, it is not considered a public school. Therefore, students can be enrolled in home school, can be taking classes from EHS as part of their home schooling, and still be dual enrolled in a Jordan District School. (*Jordan District Planning and Student Services Procedures Manual, p. 61*)

h. Guideline for Distribution of Required and Non-Required Classes

- Utah Code & 53A-11-102.5 provides the legal basis for home and private-schooled students to enroll in public school classes or “dual enrollment.”
- Dual-enrollment rules are further articulated in Utah State Board Rule, R277-438 Dual Enrollment. Rule R277-438-6 Miscellaneous Issues B. provides: “A student who attends an activity or a portion of the school day shall be subject to administrative scheduling and teacher discretion of the traditional school.”
- The District administration has determined that dual-enrolled students may access required and elective classes in Jordan District schools on an equal basis with public school students in accordance with the distribution of classes of a regular enrolled student.
- The District administration has determined that students who enroll in Jordan Connect online courses or who are dual enrolled in the Statewide Online Public Education Program courses can access required and elective classes in Jordan District schools on an equal basis in accordance with the distribution of classes of a regular enrolled student.
- Guidelines for distribution of required and elective classes for “regularly enrolled students” and “dual-enrollment students” are as follows:

<u>Grade</u>	<u>Available Credit</u>	<u>School Mandated</u>	<u>Student Choice</u>
7	7	6	1
8	7	5	2
9	7	4.5	2.5
10	8	5	3
11	8	5	3
12	8	3	5

7. Concurrent Enrollment

Students enrolled in concurrent enrollment courses will receive a semester grade upon the completion of each concurrent enrollment course. The grade will be posted on the high school transcript at the conclusion of each respective semester in which a student is enrolled; with no interim grade posted during the quarter break. This posting guideline aligns with the college system from which the credit is earned and maintains the integrity of contractual agreements between secondary and higher education institutions (High School Level Meeting, 10/7/08).

8. Student Aides

A student who serves as an aide in the classroom, office, media center, etc. shall receive elective credit for the time spent in service. All grades will be either “P” or “F.”

9. Proctoring Services

- a. There will be a \$35.00 fee assessed to students requesting proctoring services from Jordan School District employees for credit being completed from an accredited, out-of-district source. Exceptions to this fee would apply to those students who are completing courses in a lab with lab assistant as part of their regular class schedule. The \$35.00 fee is paid to the school secretary/cashier and is dispersed as follows: \$25.00 to the testing proctor and \$10.00 to the school. This fee applies to transfer, make-up, or enrichment/acceleration credit.
- b. Proctoring for accredited credit from an out-of-district source is an optional convenience provided by some schools. Proctor availability may vary from school to school. If an employee chooses to proctor for credit being completed from an out-of-district source, services should be provided outside of contract time.

10. Test-For-Credit

Students should exercise caution when using any test-for credit type of program for acceleration, enrichment or makeup credit. Some college and scholarship programs do not recognize test-for-credit courses in their qualification criteria (e.g. NCAA and Regents Scholarship).

11. National Collegiate Athletic Association (NCAA) Clearinghouse Considerations

- a. The NCAA home page is available at <http://www.ncaa.org/student-athletes/future> . The “Student-Athlete Registration” link, takes students and counselors to the NCAA Eligibility Center which contains links for both students and administrators.
- b. The *NCAA Guide for the College-Bound Student* is available at www.ncaapublications.com/productdownloads/CBSA.pdf *Add a link for approved courses...*
- c. When making educational plans, students should keep in mind that not all courses listed in the Jordan District Secondary Course Catalog are available at every school and that course offerings vary from year to year in each school.
- d. Counselors and students should also note that the NCAA does not recognize packet and some on-line courses offered for original credit. As a result, the NCAA may deny Division 1 access opportunities to students who have used such programs for either original or make-up credit.
- c. NCAA guidelines indicate that credit-by-exam courses may not be used to satisfy core-course requirements. Therefore, counselors need to make sure students understand that credit earned through state demonstrated competency assessments or District HELP tests do not count toward NCAA Clearinghouse core requirements for eligibility.

II. PROGRAMS OF STUDY

A. Traditional High Schools

1. Jordan School District supports five traditional high school locations and programs. Each of those high schools operates within a two semester academic year. Each semester runs on a block schedule (an eight-period schedule composed of two four-period blocks, with each block meeting every other day).
2. All traditional high schools offer regular, accelerated and special education levels of coursework, with an ample selection of elective course options.
3. All traditional high school locations offer a wide variety of student activity and athletic programs. All athletic teams and competitions are sponsored by the Utah High School Activities Association (UHSAA). A listing of the athletic opportunities is available on each individual high school website and at <http://www.uhsaa.org>

B. Online Classes for Grades 9-12

1. Jordan School District students have been afforded the opportunity to utilize online education as part of their schooling experience. Students may enroll in online courses during the school day for original credit (not credit recovery or make-up credit)
 - a. After meeting with a school counselor to make sure that the courses the student wants to take will fulfill graduation requirements, high school students may register for up to 6 online classes per semester through the Statewide Online Education Program and/or Utah Students Connect/Jordan Connect. Students can access an additional one to two online courses above the 6 through Utah Students Connect/Jordan Connect.
 - b. Middle school students may take no more than 7 overall credits per school year and high school students no more than 8. Students may enroll in up to two credits beyond the 7 middle school or 8 high school credits per school year only if there is a clearly-defined and well-articulated plan for early graduation and recorded in their individual Plan for College and Career Readiness.
2. Courses are free to the student except for certain instances (like Drivers Education.)
3. Classes are available through Utah Students Connect/Jordan Connect or other accredited providers.
4. Final exams must be supervised by an approved proctor.
 - a. Final exams for Utah Students Connect/Jordan Connect courses will be taken at a proctored location within the boundaries of the Jordan School District. Because Utah Students Connect/Jordan Connect is a Jordan District program, there is no proctoring fee for final exams.
 - b. Final testing through out-of-district providers will need to be arraigned through those online providers. It is the student's responsibility to check with the out-of-district provider to find out requirements for taking a proctored final exam and to find out which testing locations and proctors are approved by that provider. The decision as to whether to charge a proctoring fee is the decision each online provider.
 - c. Jordan District employees may sign up to be a proctor for Electronic High School or BYU Independent Study. If a student wants a district employee to proctor a final exam for a course taken through either of these providers, the test must be taken after contract hours, and the student will need to pay a proctoring fee of \$35 to the school secretary/cashier in the main



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office at the high school where the test will be taken.

C. Jordan Academy for Technology and Careers (JATC)

1. JATC is part of the Jordan School District Career and Technical Education Department.
2. JATC offers programs which provide a capstone experience for programs available at the district's traditional high schools as well as programs which are not available at the district's traditional high schools.
3. In order to enroll in a JATC program, students must be enrolled in a Jordan District traditional high school or a traditional high school in one of the Wasatch Front South Consortium districts.
4. Students enrolling in JATC programs have these options for their schedule:
 - a. Enroll in courses taught at their boundary high school and JATC.
 - b. Enroll in courses taught at their boundary high school combined with zero to six Utah Students Connect/Jordan Connect online courses and JATC.
 - c. Enroll in courses taught at their boundary high school combined with zero to six Statewide Public Education Online Courses and JATC.
 - d. Be a registered home school or private school student living within the Jordan District or one of the Wasatch Front South Consortium districts. (*Utah Code 53A-11-Part 1102.5 (2)*).
(*Note: Preference will be given to students living with Jordan School District boundaries.*)

D. Valley High School

1. Valley High School is Jordan School District's alternative high school. It is designed to meet the needs of high school students who are at risk of dropping out of school. These students are typically deficient in credits and face the possibility of not graduating on time or at all.
2. Valley High School is available only to Jordan School District students and to Canyons District students on a limited enrollment/percentage basis. Students must be referred to this school by an administrator of their current traditional high school. The Valley administration reviews referrals and then decides if the student is eligible for enrollment based on a variety of risk factors.
3. Valley High School students must adhere to a strict attendance policy to maintain enrollment. To remain at the school, students must pass a minimum of four core academic classes per quarter.
4. Valley High School is fully accredited. Students are required to earn 24 total credits to graduate, as stipulated by the Jordan School District and Utah State Board of Education.

E. Teen Parent Program

1. The Teen Parent Program is an alternative high school program for students who are pregnant or who have children. It is included as part of Valley High School, the District's alternative high school.
2. Students in 11th or 12th grade who qualify for the Teen Parent Program can attend Valley High School on its regular four-day per week schedule.
3. Valley High School provides an on-site child care nursery to students eligible for the Teen Parent Program. Nursery hours are from 9:00 a.m. until 6:00 p.m. There is a fee of \$50 per academic term, per child, for use of the nursery.
4. A teen parent who wishes to graduate from Valley High School will stay in the Teen Parent Program until graduation day. A teen parent who wishes to graduate from his/her boundary high school will need to attend his/her boundary high school the entire second semester of his/her

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senior year. A teen parent with extenuating circumstances, which may prohibit him/her from attending his/her boundary high school the second semester, must meet with his/her boundary high school principal and appeal the attendance requirement. Should the boundary high school principal wish to allow the student to continue in the Teen Parent Program and still graduate from the boundary high school, he/she should declare such in writing and send the letter to the coordinator of the Teen Parent Program no later than the end of the first semester of the senior year.

F. River's Edge School

1. The River's Edge School is a self-contained special education program which serves students with severe behavioral, social, and emotional disorders who reside within the boundaries of the Jordan School District.
2. Individualized educational programming is provided for middle and high school students with a special education classification. Students are placed by a formal committee (Least Restrictive Environment - LRE) process. Rivers Edge School is the most restrictive special education placement in Jordan School District for students who have serious emotional and/or behavioral problems.
5. The main goal of the River's Edge School is to assist students in learning new behaviors and alternate ways to deal with their emotions enabling them to become successful in their educational and personal lives. Educational opportunities include regular middle/high school curriculum, vocational training, social skills, life skills, and community access skills. The River's Edge School provides students with academic instruction in core curriculum and also offers a high school diploma through this program.

G. South Valley School

1. South Valley School provides training for special education students in independent living skills, character education and vocational preparation in full-time and part-time programs.
2. Part Time Program
 - a. Students receiving Special Education services in grades 9-12 may apply to South Valley School's Greenhouse or Wood Shop programs.
 - b. For 1 1/2 to 2 hours daily, students receive vocational instruction by certified instructors.
3. Full-time program
 - a. Students must qualify for special education services and be between the ages of 18-22.
 - b. The program is for students who have not yet received a high school diploma after completion of their senior year in high school
 - c. Full-time students receive services in the following areas: Functional Academics, Vocational Preparation, Community Access/Service, Recreation and Leisure.

H. Southpointe High School

1. Seniors who do not have enough credits to graduate with their high school class in June are invited to earn their adult high school diploma at Southpointe High School. Students are expected to stay at their home high school until the end of the senior year and then encouraged to register at Southpointe High School. Credit at Southpointe may be earned through attending classes, directed studies, and/or online courses. Students that complete their graduation credit while attending the Southpointe program will receive a Southpointe Adult High School Diploma.

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2. Southpointe High School accepts senior students who may be refused registration at the traditional high school (e.g. seniors who are new to Jordan District/ seniors that transfer from another Jordan District school, who do not qualify within the residency guidelines).
3. Southpointe also accepts out-of-school youth (16, 17, 18 years of age whose class has not graduated), who are officially withdrawn and released from the day school program. The completed *Adult Education and GED Testing Application Form for 16-18 Year-Old Non-Graduates* with requisite signatures is required for the student's acceptance into this program.
4. Southpointe High School registration is by appointment and the cost is \$50 per semester. Registration and orientation will take about 3 hours and includes a Test of Adult Basic Education (TABE) assessment. When registering, students will need to bring the following:
 - a. A copy of their high school transcript from the school they last attended.
 - b. A letter from their parent or legal guardian giving permission for the student to attend Southpointe.
 - c. A completed *Adult Education and GED Testing Application Form for 16-18 Year-Old Non-Graduates* with required signatures.
5. Students attempting to leave Southpointe High School and return to the traditional high school program should be advised as per the *2009 Southpointe High School Recommendations* drafted by high school administrators.
6. GED Testing: Students, both current and those returning, should **have** the *Adult Education and GED Testing Application Form for 16-18 Year-Old Non-Graduates* completed prior to taking the GED tests. **NOTICE: Passing the GED Tests results in a Utah Completion Diploma based on the GED Tests and as such the person cannot seek a Southpointe Adult Education Carnegie Diploma** and may not be able to enlist in the military or qualify for certain levels of rank advancement.

III. TRANSFER CREDIT

A. Transfer Credit from Accredited Institutions

1. Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by **the Northwest Accreditation Commission, a division of Advance Education Inc.**, will be posted on Jordan District transcripts without alteration. [State Board Rule R277-410-1A].
 - a. When a student transfers to a Jordan School District secondary school from an accredited school, all grades must be placed on the student transcript with accompanying credit posting/value.
 - b. Credits awarded for courses taken in an effort to fulfill graduation requirements may be completed at accredited public or private secondary schools and may be transferred to and listed on a Jordan School District secondary school transcript.
 - c. When a student is registered in a Jordan School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent is responsible for the official transfer of documentation for the listing of those courses on the school transcript. *A school's accreditation status may be viewed at <http://www.advanc-ed.org/oasis2/u/par/search>. Questions regarding the accreditation of specific schools/programs which are not accredited by AdvancEd should be directed to the Jordan School District Secondary Counselor Specialist.*
 - d. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration as per State Board Rule R277-705-3B (1). Parents and students should consult with a school counselor prior to taking a course, to ensure that the course will count toward the desired graduation credit requirement.
 - e. When a student transfers from an accredited institution that only awards credit at the semester or at the end of the year, the transfer grades or transcript which they bring from that institution will not post any credit if the student transfers before the end of the semester or the end of the year. In situations like this, the course grades from the student's previous school will be averaged with the course grades earned at a Jordan District school for the remainder of the grading period.
 - If the transfer occurs toward the end of 1st or during 2nd Quarter, the averaged grade will be posted at the end of 2nd term, and .50 credit will be awarded. Then, grades will be posted each quarter for the remainder of the year.
 - If the transfer occurs during 3rd or 4th Quarter where the student was previously on a semester grading system, the averaged grade will be posted at the end of 4th Quarter, and .50 credit will be awarded.
 - If the transfer occurs during 3rd or 4th Quarter where the student was previously on a year-long grading system, the averaged grade will be posted at the end of 4th Quarter, and 1.00 credit will be awarded.

B. Transfer Credit from Non-Accredited Institutions/Programs

1. Jordan School District does not accept transfer credit from non-accredited schools.
2. A home-school student, as well as a student transferring from a non-accredited private school, who enters the District between the ninth and twelfth grades may be eligible for a local high school diploma if he/she can obtain all required Jordan School District credits from accredited sources by the time his/her class graduates. The student must also meet the District residency requirement.
3. A source of approved credit for a home-school student, as well as a student transferring from a



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non-accredited school, is through USBE Competency Assessments and District competency testing. To obtain testing credit, the student must present satisfactory evidence of coursework and demonstrate proficiency on the appropriate state or District test. For more information about the USBE Competency assessments see *JSD Credit Guidelines section VII. Competency Assessments*.

C. Credit Exceptions

In extreme, extenuating circumstances, a principal may submit a formal, written request in a high school principals' level meeting for discussion and final denial or approval of credit requests.

D. Foreign Exchange Study

A student studying abroad for one year may have his/her credits accepted toward high school graduation under the following conditions:

1. The student and parent must have an individual SEOP with a high school counselor prior to the year abroad and have in writing all conditions for credit transfer. Written documentation should include:
 - a. Credits/courses the student needs for graduation
 - b. A signed statement by a parent acknowledging that some foreign study credit may only count for elective credit if a course does not match state core guidelines.
2. Upon returning from foreign study, before grades and credit will be posted, the student must provide the school with an official transcript from the foreign educational institution that includes the following:
 - a. Courses completed
 - b. Grades for all courses completed
 - c. The amount of credit earned
 - d. A description of the grading system used
 - e. The high school from which the credit is transferred must be accredited by a recognized accreditation organization for that country.

IV. MAKE-UP CREDIT FOR CLASSES FAILED

The following guidelines should only be applied in cases where a student has failed courses that he/she must make up in order to meet graduation requirements (i.e. F, NG, NC is transcribed on report card). Make-up courses may not be used for original credit, enrichment, or to improve a GPA for a class that was not failed. Although this grade may be factored into the cumulative GPA, it may not replace the original grade or posting on the transcript.

The make-up guidelines have been divided into two sections:

Section A addresses courses/programs offered within the District.

Section B refers to programs outside of the District.

A. Guidelines for Make-up Courses/Programs within Jordan School District

1. District Make-Up Program Guidelines

The following guidelines are provided for use by local school administrators who choose to develop a make-up program as an option for a student who needs to make up credit for failed courses.

a. Program Administration

- The make-up program is to be administered by a local school administrator.
- An administrator or counselor may supervise the program.

b. Make-up Program Development, Administration, and Security

- Make-up coursework must be developed to meet state core standards.
- A school administrator is responsible to assure that the make-up courses are rigorous.
- Teachers and administrators are responsible to assure that all copyright laws are adhered to when lesson material is taken from other sources.
- The teacher is responsible to grade all work associated with the make-up course.
- A final exam, which measures mastery of the course requirements, must be prepared and administered for each course.
- The exam should enable the student to demonstrate mastery of the core requirements.
- The teacher must assure that the exams are secure.
- The teacher must personally administer the exam for each student.
- Students participating in electronically delivered coursework must have their exams secured and administered by personnel approved as official test proctors.
- Local schools may have the option to offer make-up courses over the summer months in accordance with all established guidelines.

c. Grading

- Teachers who administer make-up programs have the option of awarding letter grades or P/F grades for course completion.
- The program must assure that grades are appropriately channeled to the school registrar and entered on the student's official transcript.
- The course grade will not replace the previous grade.
- Time limits for completion of courses will be left to the discretion of the school administration

d. Fees

- A fee of \$35.00 will be assessed for every 0.25 of make-up credit earned. The fee is a Board of Education approved fee and cannot be altered.
- If a student fails to complete a packet, the \$35.00 fee will not be refunded. The school administrator will determine any extenuating circumstances with a request for a refund.
- Teachers will receive \$25.00 for work rendered for each completed student packet worth 0.25 credits.
- In the case of incomplete packets, teachers may be compensated \$25.00 if they can document that a significant portion of the work has been submitted and graded. If a teacher has record of significant consultation/ time spent in assisting a student who does not complete a significant portion of the work; the teacher may initiate a discussion of compensation with their principal. These decisions will be made on a case by case basis.
- Program coordination will be under the direction of the local administration and shall NOT be a paid position.
- All monies generated shall be used to cover the direct and indirect costs associated with the packet program.
- All make-up programs are **not** subject to fee waiver requirements.

e. Accountability

- The school principal is responsible to assure that the school make-up program is viable.
- At the end of each school year, the school principal will provide to the District-level administrators a written summary of the make-up program which includes:
 - The number of make-up courses purchased by subject area.
 - The number of make-up courses completed by subject area.

3. Core Subjects that Must Be Made up Outside the Regular School Day

- a. A student who fails Jordan School District requirements in Geography for Life (1.0), World Civilizations (1.0), U. S. History (1.0), U.S. Government and Citizenship (0.5), Language Arts (total of 4.0 credits for 9th, 10th, 11th, 12th grades) Computer Technology (0.5), General Financial Literacy (0.5), Consumer Health (0.5), Participation Skills and Techniques (0.5), and Lifetime Fitness (0.5), must make up these credits outside of the regular school day.

4. Valley High Summer School

Valley High School summer school courses ~~and make-up courses/packets~~ offered at the boundary school may only be taken for courses in which the student has received an “F” grade. Make-up courses may not be used for original credit, enrichment, or to improve a GPA for a class that was not failed.

5. Utah High School Activities Association (UHSAA) Eligibility Exception

- a. In order to maintain UHSAA activity eligibility, a student cannot fail more than one subject in the preceding grading period (a failure in a multiple period subject shall be counted as the number of failures equal to the number of periods in the class) and must have obtained a minimum GPA of 2.0 in the grading period preceding activity participation. If a student cannot meet the minimum academic requirements they will be ineligible for participation in UHSAA activities throughout the next grading period. However, if the deficiencies occur in the final grading period of the school year and are made up prior to the first term of the succeeding year, eligibility may be restored. **Deficiencies must be made up in the same subject area.** (See UHSAA Scholastic Rule, Section 8). If a student does indeed make-up the deficiencies prior to the first term, the grades from the make-up course may replace the deficient grades for GPA and eligibility computing purposes, but will not replace the original grade on the

transcript.

- b. **Grade Posting:** Eligibility is determined when grades are posted. Grades are “posted” when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than 5 school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error (UHSAA Scholastic Rule, Section 8).

B. Guidelines for Make-up Courses/Programs Outside of Jordan School District

1. Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by AdvancED Northwest Credit from these approved sources will be posted on Jordan District transcripts without alteration. [State Board Rule R277-705-3B(1)].

Examples of programs that have been accredited include: Brigham Young University Independent Study, Utah Electronic High School, APEX, Northridge Learning Center, Granite District Granite Peaks Program, Keystone National High School, American Correspondence School, Ashworth University High School, Greenways Academy, World Wide Ideas, Penn Foster, University of Utah High School Summer Program, and concurrent college programs. Questions regarding the accreditation of specific schools/programs should be directed to the Jordan School District Secondary Counselor Specialist.

2. Make-up credit for any public or private accredited course will be added to a student high school transcript upon student and/or parent request when accompanied with appropriate documentation. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration as per State Board Rule R277-705-3B(1).

V. ENRICHMENT/ACCELERATION CREDIT

A. Guidelines for Re-Taking Courses to Enhance Learning or to Improve a Grade/GPA

1. If a student wishes to re-take a course, either to enhance personal learning or to earn a better grade, he/she may do so by taking the entire course (1.0 credit) or a portion thereof (.25 - .75), from programs that are accredited. The student will receive a letter grade(s) for this repeated class. The letter grade(s) earned for this repeated class, as well as the grade earned for the initial class, will be included in computing the student's official overall grade point average (GPA) and both courses and grade postings will be listed on the student's transcript.

A school's accreditation status may be viewed at <http://www.advanc-ed.org/oasis2/u/par/search>. Questions regarding the accreditation of specific schools/programs which are not accredited by AdvancEd should be directed to the Jordan School District Secondary Counselor Specialist.

2. A student may not receive subject area credit for the same course twice. A repeated course will earn elective credit only.

B. Early Graduation

1. In the Jordan School District, any student may declare intent to graduate early. Early graduation may occur at any of the following times:
 - a. At the end of the Eleventh-Grade year
 - b. At the end of the summer following the Eleventh-Grade year
 - c. At the end of any quarter of the Twelfth-Grade year
2. The principal of the school has unilateral authority to create an alternative Student Education Occupation Plan for College and Career Readiness (SEOP for CCR) that will allow a student to graduate early. When creating an alternative SEOP for CCR, principals may review student and parent SEOP for CCR requests and may accommodate said requests within the parameters of state law, District policy, and administrative guidelines.
3. The guidelines and accreditation standards cited in the *Jordan District Credit Guideline Booklet "Section III. Transfer Credit"* also apply to this section.
4. The student should be cautioned that fulfilling high school graduation requirements does not necessarily satisfy NCAA eligibility requirements or qualify him/her for admission to the college of his/her choice. The student should be urged to inquire about NCAA eligibility and admissions requirements for the colleges or universities he/she may wish to attend.
5. The following additional guidelines apply to early graduation:
 - a. Credit earned during the summer between the eighth and ninth grade years may be applied toward a high school diploma.
 - b. Declaration of intent to graduate early should ideally occur at least one quarter prior to the desired graduation date. Such declaration must be made in writing directly to the principal of the high school where the student is enrolled.
 - c. A student intending to graduate early must complete all requirements for graduation mandated for students completing twelve (12) years of schooling and all core requirements including four (4) years of language arts. Some modifications of requirements for purposes of early graduation include:

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- Only World Language Level 3, World Language Level 4, Advanced Placement, Concurrent Enrollment, and International Baccalaureate courses, as well as select language arts electives, may count as senior language arts credit. For those students graduating early, these language arts courses/levels, when taken in the 9th, 10th, 11th grade, may be applied toward the senior language arts credit.
 - Although a student cannot concurrently enroll in junior and senior language arts, a student enrolled in junior language arts may take any senior elective language arts course. (This may be individually negotiated with the student's counselor/administrator, depending upon the acceleration needs of the early graduation student.)
3. For early graduation, Jordan School District accepts credit earned through accredited programs-per State Board Rule R277-705-3B(1).
- a. A student graduating as a junior may have the option to attend commencement exercises in the year he/she graduates if all graduation requirements are met. However the student will not have the option of returning to the commencement for the senior class in which he/she would have graduated.
 - b. A student intending to graduate early may complete required work during the summer after his/her junior year. An early graduate will complete a thorough exit interview with his/her counselor to review all credits and transcript. A student may not participate in any commencement exercise until all graduation requirements are completed.
 - c. An early graduate in the senior year will have the option of attending commencement exercises with his/her class. Diplomas will not be available until after commencement. Dates for ordering caps and gowns, for graduation practices, etc. are the responsibility of the early graduate.
 - d. A student who chooses early graduation may not participate in athletic, extracurricular, or academic activities after the date he/she has completed early graduation requirements. (This includes programs offered at the Jordan Applied Technology Centers as well as all concurrent enrollment courses.)

C. Out-of-District Credit

The following guidelines should be applied in situations when a student enrolled in Jordan School District desires to use credit earned from programs outside the jurisdiction of Jordan School District for graduation. In accordance with Utah State Law, Utah State Board of Education (State Board Rule R277-700-1), and the Jordan School District Board of Education requirements, a student must complete all prescribed graduation requirements in order to receive a high school diploma.

1. All earned enrichment/acceleration courses, credit, and programs should be planned, coordinated, and reviewed as a part of a Student Education Occupation Plan for College and Career Readiness Process.
2. Jordan School District secondary schools will accept credit and grades awarded to a student by any public or private secondary source that is accredited or recognized by **the Northwest Accreditation Commission, a division of Advance Education Inc.** (State Board Rule B277-705-3) or associated as a member of the International Council of School Accreditation Commissions.
3. When a student is registered in a Jordan School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent is responsible for the official transfer of documentation for the listing of those courses on the school transcript. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration as per State Board Rule B277-705-3B(1)



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4. Credits awarded for core curriculum courses toward fulfillment of core curriculum requirements may be completed at accredited public or private secondary entities and may be transferred to and listed on a Jordan School District secondary school transcript.

D. Military Training

Students completing Military training (summer boot camp) can receive two (2.0) credits:

1.0 credit = Healthy Life Styles and/or Health

1.0 credit = Elective Class

VI. DEMONSTRATED COMPETENCY ASSESSMENTS

The following guidelines are to be followed in instances where students wish to obtain credit by taking a District or Utah State Board of Education demonstrated competency assessment.

A. Eligibility

1. Any student in grades 9 through 12 may request to take a demonstrated competency assessment.
2. A student may take a demonstrated competency assessment for credit only as a means of accelerating his/her learning for reasons such as:
 - graduating early
 - enrolling in an Advanced Placement course
 - demonstrating that knowledge has been received outside of the school setting which is commensurate with the learning received in the classroom.
3. Demonstrated competency assessments cannot be given to a student for reasons such as:
 - making up course work
 - earning credit for classes enrolled in but not completed
 - earning credit for classes enrolled in, but failed
4. Before taking a demonstrated competency assessment, the students should check with their school counselor to verify that the assessment is for a graduation requirement which they need.

B. Administration of Demonstrated Competency Assessments

- a. Students who would like to earn credits by successfully passing a Utah State Board of Education demonstrated competency assessments may do so at the Granite Regional Testing Center. Students must have a referral from their school counselor before they are eligible to take an exam. Referrals consist of a “Demonstrated Competency Assessment (DCA) Student Application which must be signed by the student’s school counselor and a school administrator. For information about available demonstrated competency assessments and the application visit <http://www.graniteschools.org/curriculuminstruction/testing-center/> Students are responsible for contacting the Granite Regional Testing Center for information regarding specific exams as well as for information regarding testing requirements and procedures required by the center. Students are also responsible for scheduling their own appointment for taking a demonstrated competency assessment. A minimum of 30 days is required for assessing, scoring, and reporting the results of an assessment.
 - b. Each demonstrated competency assessment consists of two parts. Students must pass the first part of the assessment before they will be permitted to take the second part. It is recommended that students plan on a separate testing session for each part of the demonstrated competency assessment.
 - c. Each demonstrated competency assessment may only be taken once per school year. If a student takes the first part of the demonstrated competency assessment for a subject and does not pass it, they will not be allowed to take another assessment for that subject until the next school year.
2. The Fitness for Life test is coordinated and administered by Jordan District high school physical education departments.

3. Computer Technology/ IC3 Testing

Students who would like to pass a demonstrated competency test to fulfill the Computer Technology graduation requirement have the following options:

- Granite Testing Center offers a demonstrated competency exam for high school students at no cost. The link to their website is <http://www.graniteschools.org/curriculuminstruction/testing-center/>. This website has a Testing Center trifold brochure with general information about the available tests, eligibility requirements, and the testing process. There is also a Testing Guidelines Booklet and a Testing Application which the student's parent/guardian, school counselor, and a school administrator need to sign.
- Entrada Adult High School which is located at 8in Canyons School District is an approved Certiport Testing Center for the IC3 exam. Students who are not enrolled in a Canyons District school can make special arrangements to take the exam. For more information about the exam, exam fees, and how to register for the exam, call 801-826-6656
- The Salt Lake Community College (SLCC) ATC which is located on the Miller Campus at 9750 South 300 West, Sandy Utah, is another approved Certiport Testing Center which offers the IC3 exam to high school students. For more information about the exam, exam fees, and how to register for the exam.
- Salt Lake Community College offers a challenge exam for CSIS 1020. For more information about the exam and instructions about how to register for the exam, visit <http://www.slcc.edu/csis/CIS1020-challenge-exam.aspx> Students must be admitted as a SLCC student in order to take the exam. There is a fee to take the exam.

C. Fees

1. The Jordan District Board of Education approved a \$35 fee for the Lifetime Fitness demonstrated competency assessment which is to be paid at the local high school which administers the test. District competency tests can be waived by request as a part of the regular District fee waiver policy.
2. The Granite Regional Testing Center does not charge a fee for any demonstrated competency assessments which they administer.
3. Fees for the Computer Technology/ IC3 demonstrated competency assessment are approximately \$100. The actual fee is determined by the entity administering the exam. Students will need to contact the testing center for the most up to date fee schedule
4. The fee for the SLCC CSIS 1020 Challenge Exam is \$50 plus the admission fee, so the total cost for this demonstrated competency option is approximately \$100 as well.

D. Credit

1. A student who successfully passes the Jordan District **Fitness for Life** demonstrated competency assessment will earn .50 credit.
2. For more detailed information about earning credit through demonstrated competency assessments, see <http://schools.utah.gov/CURR/gradinfo/Demonstrated-Competency.aspx> Students may also contact the Granite Regional Testing Center at 385-646-6042 or visit their website <http://www.graniteschools.org/curriculuminstruction/testing-center/>

E. Grading

1. Students will receive a "P" grade for passing a demonstrating competency assessment.



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2. When the demonstrated competency assessment is taken from an accredited source outside of Jordan School District, the student and/or parent are responsible for the official transfer of documentation for the listing of those courses on the school transcript.
3. Grades will be verified with the institution which administered the demonstrated competency assessment before they are posted on a student's transcript. The school counselor should report grades to the school registrar and see that a "P" (pass) is recorded on the student record for the class which will be waived because of the competency test.