

SMYRNA SCHOOL DISTRICT

District Policy

Article: 6000 Instruction

Title: Credits Towards Graduation

Policy #: 6116

Listed below is Smyrna High School's specific policy for awarding credit toward high school graduation. In all cases listed, the option or options selected shall incorporate the appropriate state content standards and performance indicators. Listed below are Smyrna High School's specific procedures

1. **Courses taken at or through an accredited community college, two or four year college. Course credits and weights are determined through an articulation agreement with the college(s).**
 - a. Procedure
 - i. Smyrna High School offers students the opportunity to enroll in dual credit courses. The course may be taken at Smyrna High School or at a postsecondary institution campus. Other examples of dual enrollment courses include Advanced Placement (AP) and Tech Prep courses.
 - ii. Dual credit courses shall meet the following criteria:
 1. All courses for which dual credit is awarded shall incorporate any applicable state content standards.
 2. All courses for which dual credit is awarded shall be taken at or through an accredited postsecondary institution with an articulation agreement except for Advanced Placement (AP) courses.
 3. All courses for which dual credit is awarded through an accredited postsecondary institution shall be taught by an approved dual credit instructor.
 4. Any course that offers dual credit shall have the prior approval for the awarding of dual credit by Smyrna High School's principal or the principal's designee.
 5. Dual Enrollment and dual credit shall be included in the Student Success Plan (SSP) as required in **14 DE Admin. Code 505** for students electing to participate.
 - iii. Smyrna High School students shall receive credit toward high school graduation for enrollment in postsecondary courses by completing:
 1. Advance Placement Courses (AP)
 - a. Receiving a passing grade on a College Board Advanced Placement (AP) test.
 - b. Postsecondary credit for Advanced Placement (AP) courses shall be at the discretion of the credit granting Accredited Postsecondary Institution.
 2. Tech Prep Courses
 - a. The accredited postsecondary institution shall ensure the student's attainment of competencies as outlined in the articulation agreement between Smyrna High School and the accredited postsecondary institution.
 3. Accredited Postsecondary Institutions
 - a. Enrolling in and successfully completing courses as outlined in the articulation agreement.
2. **Voluntary community service as defined in 14 Del.C.8901A and 8902A.**

- a. Procedure:
 - i. Students may earn one credit by participating in the Delaware Volunteer Credit.
 - ii. Students are responsible for finding their own community service placement, documenting hours, and submitting completed hour forms by the mandated deadline.
- 3. Supervised work experience in the school and the community which meets the educational objectives or special career interest of the individual student. Students must complete a minimum of 135 hours to receive one credit.**
- a. Procedure:
 - i. Students may participate in a supervised career experience as approved by the Smyrna High School principal or principal's designee.
 - ii. Any senior student who meets the following criteria may elect to participate in the approved career experience program:
 - 1. Student must be enrolled in classes required for graduation.
 - 2. Student must have a qualifying job within his or her co-op pathway for the entire school year.
 - 3. A cooperative work agreement must be in place and signed by all parties.
 - 4. Student must complete cooperative curriculum assigned by instructor to be awarded credit.
 - 5. Student's work hours can be during early release, after school, or evening/weekend.
- 4. Independent Study/ Internship.**
- a. Procedure:
 - i. This is a flexible program that allows seniors to make a personal contribution, to explore a career option and to gain valuable pre-employment experience during the school day. A satisfactory proposal contract must be completed and a faculty and site mentor must be secured by the student.
 - ii. The volunteer internship hours are expected to be spread over a period of months, not a concentration of many hours in a short period of time. The learning that is expected to occur takes time to develop.
 - iii. The Smyrna High School principal will grant final permission.
- 5. Distance learning courses. These courses may be delivered by the teacher to the learner in real time, online or by video.**
- a. Procedure:
 - i. Request for Distance Learning Courses will be reviewed on an individual basis and must be approved by the Smyrna High School principal.
 - ii. Correspondence Courses:
 - 1. The student takes an approved correspondence course to make up credits needed for graduation. All costs, pre-approved courses and completion deadlines are required and the responsibility of the student and parent.
- 6. High school courses taken while in the middle school in conjunction with an articulated agreement between the district middle school and the district high school(s). Such credit shall also transfer to a high school in another district or to a charter school.**
- 7. Course credit transferred from another high school.**

- a. Procedure:
 - i. All courses and credits are transferred as recorded on official documents received directly from the previous school. The information becomes a part of the student's Smyrna High School transcript.
 - ii. During the school year, a student is placed in equivalent courses from the previous school. The transferred course grade becomes part of the Smyrna High School course grade for the equivalent time period.
 - iii. Transcripts of students attempting to transfer credits from institutions outside of the United States will be reviewed on an individual basis. Smyrna High School may require a formal evaluation of credits by an outside agency at the student's expense.
- 8. Course credit earned through summer or evening school classes, as a member of the military service or as part of the James H. Groves Adult High School.**
- a. Procedure:
 - i. Smyrna High School has formed a partnership with James H. Groves to jointly provide an educational program. Students have the flexibility to attend during the day, the evening, and/or the extended year summer program to obtain credits for graduation.
- 9. Tutoring programs taught by a teacher certified in the subject being taught.**
- a. Procedure:
 - i. A student may make up work toward graduation through a special tutoring program. Credits accepted under a tutoring program shall be subject to these specifications:
 - 1. The Smyrna High School principal shall ascertain that the tutoring program meets the state standards and that the program presentation is comparable to that of the high school that is to grant the units of credit.
 - 2. The tutor must be a certified teacher in the subject area being taught.
 - 3. Tutoring may not be used for units of credit taken in advance of the regularly scheduled program.
 - 4. It is strongly recommended that an examination or other indicator of competency prepared by the regular subject teacher be administered to the tutored pupil prior to the granting of credit.
- 10. Course credit awarded by agencies or instrumentalities of the state other than public schools which provide educational services to students. A description of the program provided to the student, grades given, and the number of clock hours of instruction or a demonstration of competency must be provided to the school district or charter school prior to receipt of credit.**
- a. Procedure:
 - i. In a situation where a pupil is returning to Smyrna High School from an agency that is external to the public school system and provides educational services to students, the following comprise means for awarding units of credit and/or placing students:
 - 1. The agency will provide Smyrna High School with a program description or other appropriate information that is descriptive of the content of the program provided.
 - 2. The agency will provide grades or other indicators of performance for the work accomplished by the student.

3. The awarding of units of credit or the educational placement of the student will be determined by Smyrna High School based upon the information provided by the agency and other appropriate standards defined by the Smyrna School District.

11. Courses taught by a teacher certified in the subject being taught and credit earned upon demonstration of mastery of the competencies of the particular course.

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