

INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**REQUEST FOR SCHOOL BOARD ACTION**

DATE OF BOARD MEETING: May 22, 2017

SUBJECT: Revised Policy 513.1, Granting of Credits

ORIGINATING DEPARTMENT: Academic Services


APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Eric Melby   
Assistant Superintendent

---

**RESOLUTION FOR BOARD TO ADOPT:**

RESOLVED, that the School Board of Independent School District 271 approves revised Policy 513.1, Granting of Credits.

**RECOMMENDATION OF SUPERINTENDENT:**

Approve. 

**BACKGROUND:**

The purpose of Policy 513.1 is to provide Regulations that assure consistent District practice of the granting of credits and standards and to provide the philosophical basis for developing those regulations.

This policy is not mandatory according to the Minnesota School Boards Association (MSBA).

On May 11, 2017, the School Board Policy Committee reviewed draft revisions to Policy 513.1, prepared and presented by Administration. The committee discussed the draft revisions. The committee made no additional edits to the Policy.

The accompanying Regulation was reviewed and is presented for information.

District Legal Counsel reviewed the policy.

Adopted: March 10, 2008  
Reviewed: May 10, 2010  
Board Revised: May 22, 2017 [Routine Review]  
Contact Person: Assistant Superintendent

## **POLICY 513.1 GRANTING OF CREDITS**

### **I. PURPOSE**

To provide Regulations to assure consistent District practice of the granting of credits and standards and to provide the philosophical basis for developing those regulations.

### **II. GENERAL STATEMENT OF POLICY**

The District believes that each student should be allowed to progress through a developmentally appropriate curriculum based on state and national standards. By assuring that each student meets these standards, we believe they will develop the knowledge, skills and values necessary to achieve educational excellence and thrive in a rapidly changing world.

Curriculum, instruction, and time must be adjusted to the extent possible to meet the uniqueness of all students while at the same time maintaining consistent, district-wide standards of high academic excellence. In our school system, learning, as defined by gaining proficiency of standards, is a uniform and constant requirement of all students. Time, instruction, and learning opportunities become the variables to students reaching proficiency of the standards.

Adopted: March 10, 2008  
Revised: May 10, 2010  
November 8, 2010  
School Board Review: May 22, 2017 [Routine Review]  
Contact Person: Assistant Superintendent

## **REGULATION 513.1 GRANTING OF CREDITS**

- I. A student who satisfactorily completes a high school course shall receive secondary course credit and the credit shall count toward the student's graduation requirements.
  - A. Credit and/or letter grade will be awarded by the teacher for the completion of a class if a student has successfully completed all course requirements and all parts of all assessments designed to measure the essential standard(s) assigned to a course.
  - B. The amount of course credit value will be assigned as described in the Registration Guide of the respective Bloomington High School.
  - C. Credits and standards which correspond to Bloomington Essential Standards will be granted for courses completed through an accredited and approved college program as outlined in MN Statute 120B.14.
  - D. Credits and standards earned outside of the high school (community based learning) must be successfully completed and meet the essential standards of the school as determined by the principal and must follow the community based learning approval process established by the District.
  - E. Course credits submitted by transcript from another school will be reviewed and evaluated by a counselor and subject to approval by the principal, or designee. The following guidelines apply for the evaluation of the transcript:
    - 1. When reviewing and evaluating transcripts from public schools, both within the state and from outside the state, from Area Learning Centers (ALC), Minnesota Department of Education approved On-Line Learning Providers and for (PSEO) the following guidelines will apply. We will:
      - a. Accept all credits certified on the transcript.

- b. Accept all Minnesota Basic Skills Test or Graduation Required Assessment for Diploma (GRAD) information. Graduation required assessments results from other states can not be substituted.
- c. Accept all letter grades.
- d. Students must be enrolled in a Bloomington High School for the last term prior to completing their graduation requirements in order to receive a Bloomington diploma.
- e. Students attending a Minnesota ALC or taking PSEO courses are exempt from the residency requirements as outlined in MN Statute 123A.06, Subd.4.

“Upon successful completion of the area learning center program, a pupil is entitled to receive a high school diploma. The pupil may elect to receive a diploma from either the district or residence or the district in which the area-learning center is located.”

- 2. When evaluating transcripts from non-public schools (this includes home schools and private schools) both within and outside the state, the following guidelines will be applied:

Accredited

For accredited private or non-public schools and accredited home schools, transcripts will be reviewed and evaluated by a counselor and approved by the building principal. We will:

- a. Accept all credits certified on the transcript.
- b. Accept all Minnesota Basic Skills Test or Graduation Required Assessment for Diploma (GRAD) information. Graduation required assessments results from other states approved by the Minnesota Department of Education must be substituted.
- c. Accept all letter grades.
- d. Accept full time and shared time home school students must be in attendance at the Bloomington Public Schools full time their entire

senior year to receive a Bloomington diploma. Students from accredited private or non-public schools must be in attendance the last term of their senior year to receive a Bloomington diploma.

Non-Accredited

For non-accredited private or non-public schools and non-accredited home schools, transcripts will be reviewed and evaluated by a counselor and approved by the building principal. We will:

- a. If requested by the principal, require evidence be provided before credits will be awarded. If evidence is not requested the District will accept all credits certified on the transcript.
  - b. Accept all Minnesota Basic Skills Test or Graduation Required Assessment for Diploma (GRAD) information. Graduation required assessments results from other states approved by the Minnesota Department of Education must be substituted.
  - c. If requested by the principal, require evidence be provided before letter grades will be awarded. If evidence is not requested the District will accept all letter grades certified by the transcript.
  - d. Accept full time and shared time home school students must be in attendance at the Bloomington Public Schools full time their entire senior year to receive a Bloomington diploma. Students from non-accredited private or non-public schools must be in attendance the last term of their senior year to receive a Bloomington diploma.
- G. Homebound instruction completed under the tutoring of an approved instructor working with a member of the faculty will receive appropriate credits and essential standards.
- H. The principal or counselor may limit the number of credits students can earn in areas of study/participation.
- I. Credit will be granted only once for courses which are substantially the same in content, as judged by the principal and/or counselor, even though the titles or course numbers may be different.

- J. Decision making on any issue or incidence related to the acceptance or granting of credit not specifically addressed in this regulation will be subject to the discretion of the building principal.

## II. CREDIT FOR LEARNING

- A. Procedures for Prior Learning – The high school principal, or designee, shall provide students with the opportunity to receive credit for standards achieved in extra-curricular activities, activities outside school, previous learning and community/work experiences. Students who wish to meet a standard through these experiences must meet the criteria listed below and follow the designated procedures:

### Criteria

1. The prior learning experience must align with essential District standards.
2. The prior learning experience must allow for observable, authentic assessment that can be verified by an expert in the field of study and validated by a school official.
3. The activities and assessments of the prior learning experience must have been at the same level of rigor and high expectations as those essential standards assessed in the regular school setting.

### Procedures

1. The student must make formal application to the building principal to have their prior learning experience apply to their completion of a course.
2. The principal, or designee, will identify a counselor and a subject area expert to meet with the student.
3. Using the essential standards as a guide, the student must identify how this past learning experience aligns with the elements of the standards. These experiences must be observable, authentic assessments that can be verified by an expert and validated by a school official. These demonstrations may take such forms as sample work, demonstrations, portfolios, videos of performances, interviews, exhibitions, etc.

4. A checklist from the essential standards will be used and completed to ensure that all specifications of the standards have been met. The subject area expert must complete this checklist.
  5. With the recommendation of the subject area expert and the endorsement of the counselor, the principal makes the decision on whether or not to credential the student's completion of the course.
- B. Procedures for community-based learning opportunities are open to students who meet the established criteria and follow the procedures outlined below:

Criteria

1. The community-based learning experience must align with specific District essential standards,
2. The community-based learning experience must allow for observable assessment activities that can be verified by a subject area expert and validated by a school official,
3. The activities and assessments of the community-based learning experience must meet or exceed the same level of rigor and high expectations as those essential standards assessed in the regular school setting, and
4. The community-based learning experience must offer the student a unique and valuable learning experience.

Procedures

1. The student must initiate the community-based learning experience by obtaining an application form. The form will require that the student:
  - a. Identify the specific essential standards to be addressed,
  - b. Give a rationale for meeting the standard in a community-based setting, and

- c. Provide a general outline of how the student intends to meet the elements of the essential standards and who in the community will assist them.
  2. The completed application, signed by the student, (if an adult) or the student and a parent or guardian (if not an adult), must be returned to the principal or designee.
  3. If the application is complete, the principal will identify a counselor and a subject area expert to meet with the student to develop a detailed learning plan and time-line.
  4. The student is responsible for meeting school and site requirements including, but not limited to, issues of insurance, transportation, and attendance.
  5. At the completion of his/her learning experience, the student will have a meeting with his/her counselor, and any other person deemed appropriate to demonstrate accomplishment of the standards.
  6. The counselor or designated District staff will validate the student's work records, assign a score to the student's performance, and forward a recommendation of completion to the principal.
  7. With the recommendation of the counselor, the principal makes the decision on whether or not to credential the student's completion of the standard.
- C. On-line Learning (OLL) options provide students with opportunities to engage in interactive courses or programs. Instruction must include student assessments and be aligned to standards.
  1. Eligible students:
    - a. Any Bloomington student may enroll in District online courses or apply for OLL through an MDE approved provider.
    - b. Students who are looking for courses to:
      - 1) Complete credits for graduation



- 2) Accelerate or enrich their learning
  - 3) Accommodate their school schedule
  - 4) Accommodate their learning style.
2. Limitations on and provisions for enrollment with an MDE approved online provider outside of the District:
- a. Students under the age of 17 must have guardian's written consent.
  - b. Students must receive academic credit for completing the requirements of an on-line course or program and the credit must count toward graduation.
  - c. Students may enroll in supplemental OLL courses during a single school year to a maximum of 50% of the student's full schedule of courses per term.
  - d. Enrollment in supplemental courses above 50% must receive prior approval from the principal.
  - e. Students may enroll in courses above their current grade level.
  - f. If a student in grades 9-12 enrolls in more than a full-load (i.e. greater than 1.2 ADM) the student is responsible for paying course fees and tuition.
  - g. Students must be allowed the same access to computer hardware and education software available to other students in the District.
  - h. On-line learning students are allowed to participate in extracurricular activities on the same basis as other students.
3. Granting credit and grade for OLL through an MDE approved online provider:
- a. Students enrolling in an OLL through an MDE approved provider must contact their school counselor or administration at least 30

days prior to taking an on-line course or program. The OLL provider provides contact forms.

- b. If a student receiving Gifted and Talented services should drop out of an OLL course before the course is completed, the school counselor or administration must notify the Office of Gifted and Talented Education.
- c. Upon completion of the course the student must provide evidence of successful completion of the course requirements to their school counselor or administration, including an appropriate grade report defining course material covered, and the corresponding grade.
- d. OLL courses that meet District standards for required courses will have grade and credit accepted for the required course.
- e. OLL courses that do not meet District standards for required courses will have grade and credit accepted as an elective