

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

ALTERNATIVE MEANS FOR EARNING HIGH SCHOOL CREDIT

Students requesting high school credit by alternative methods must obtain written permission from the school principal prior to beginning the alternative program.

Students and parents/guardians may initiate the alternative means for earning credit process by meeting with the student's counselor and submitting a completed application (forms attached to this regulation) for approval from the high school principal. All applications must be submitted through the counselor to the high school principal no later than two (2) weeks prior to beginning alternative method for credit. Upon receipt of the initial letter of request, the high school principal will contact the student in writing indicating approval of the request and providing the necessary information and instructions to proceed.

Correspondence Credit

Correspondence credit to be applied toward graduation shall consist only of units earned through a recognized institution of learning that has been approved by the high school principal.

Credit by Examination

Eligibility to receive credit by examination will be limited to those students regularly enrolled in grades seven through twelve in the Churchill County School District. Students so enrolled may receive high school credit by examination only in courses offered in the existing program of instruction provided by the District.

In order for a student to earn credit for a class by the credit by examination process, the student must score a minimum of 70% on the exam. Credit will be entered on the school transcript as a credit earned by examination and issued by the high school principal. An academic letter grade will not be issued and only a pass or fail acknowledgement will be made. Students who do not demonstrate 70% or above proficiency to receive credit will not be penalized by having a failing notation placed upon their official student record.

A student may not apply for credit by examination in courses for which they are currently enrolled.

A student may challenge a specific course only once utilizing the credit by examination process. If the student does not demonstrate proficiency to receive credit via the one attempt, they must enroll in the class to receive credit.

Because of the nature and purpose of courses involving primarily psychomotor skills (physical education), such courses are excluded from the credit by examination process.

The school or teacher is not required or expected to provide study materials to a student who is attempting to earn credit by examination.

It should be stressed that a student should not be allowed to challenge a course of lower scholastic rating than is his or her current enrollment. Example: A student who has completed or is currently taking Algebra or Geometry should not be allowed to take an examination in general math.

The high school principal shall have the responsibility of developing the necessary tests and operating procedures and establishing the dates and locations for fall/spring semester examinations. Each examination shall not exceed two (2) hours in length.

In order to ensure the proper recording of the student's examination, the high school principal will forward the official form letter of transcript to the student and the proper registrar.

Credit through Youth Activities or Educational Travel

High school age youth engage in a number of educational experiences sponsored by community agencies and agencies that provide educational travel experience for high school students. As recognition of the worth of such experiences, the District may award one-half (1/2) credit for each 240 hours of active participation in the educational portion of such programs.

The total credit to be awarded shall not exceed two (2) credits for the four years of high school. Credit for such educational experiences must be approved by the high school principal.

The high school principal will determine whether or not a proposal is approved for high school credit based on its potential to provide a profitable learning experience for students.

Nonprofit, nonsectarian community agencies offering educational travel experiences may submit proposal for credit which contains an outline of the program to the high school principal for approval. The outline contained in the proposal shall emphasize the educational aspects of the program and specify how the student's participation will be evaluated to determine if the granting of credit is justified.

The student and the teacher/advisor of the sponsoring agency are responsible for keeping records and reporting to the principal the time and quality of the student's actual participation in the educational program.

The student and the parent/guardian may also develop a plan for educational travel and submit the plan to the principal for approval. The plan must include the timeline, record keeping, verification of the travel, and some type of portfolio or narrative of the travel experience. The plan must show the potential to provide a profitable educational experience for the student.

APPLICATION

Student Name	Date
School	Grade
Home Telephone	Cell Number
Home Address	City, State, and Zip

Please check appropriate box.

Correspondence Credit

School/Subject/Instructor

Credit by Examination

Subject
Examination to be held (school year / 1 st or 2 nd semester)

Credit through Youth Activities or Educational Travel

Activity or Travel:

I have read policy and regulation 5244.8 and agree to all the terms and conditions.

Parent Signature	Date
Student Signature	Date
Counselor Signature	Date
Principal Signature	Date
Director of Educational Services Signature	Date

VERIFICATION

Student Name
School
Home Telephone
Home Address

Date
Grade
Cell Number
City, State, and Zip

Official use only, to be completed by school principal and Director of Educational Services.

Correspondence Credit

School Name
Address
City State Zip
Course Name and Course Number

Telephone	
Advisor/Teacher	
Student is Enrolled Yes/No	
Date	Initial

Credit by Examination

Test on File Yes/No

Date	Initial
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Credit through Youth Activities or Educational Travel

Youth Activity or Educational Travel
Plan of Achievement Attached Yes/No

Advisor/Teacher	
Date	Initial

Principal Signature
Director of Educational Services Signature

Date
Date