

# Overview of Performance-Based Credit

From 704 KAR 3:303, Required Program of Studies, approved by KBE April 2006:

## Credits for High School Graduation

A high school graduation credit may be awarded in either of two ways: Carnegie Units (defined as at least 120 hours of instructional time in one subject) OR performance-based credits, defined at the local level regardless of the number of instructional hours. Districts and schools are accountable for making sure that each student's educational program includes the minimum content standards as specified in *Kentucky's Program of Studies* and provides the student with the opportunity to learn the standards including appropriate supports based on the individual learning needs of a student.

The Kentucky Board of Education identifies the minimum credits required for graduation (704 KAR 3:305) and the local district sets the local requirements in its district graduation policy.

## Performance-Based Credit

Performance-based credits refer to credits earned by a student outside of the traditional structure of a 120-hour instructional course. In order to award such credits, districts must establish a policy for a performance-based system that:

- provides procedures for developing performance-based credit courses
- identifies related performance descriptors and assessments
- establishes grading and reporting procedures
- specifies content standards as addressed in *Kentucky's Program of Studies*
- identifies the extent to which end-of-course assessments will be used
- allows for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning experiences
- allows students to pursue internships, cooperative learning experiences and other learning experiences in the school and community

## Performance-based credit may be awarded for these types of courses:

- course work that allows satisfactory demonstration of learning
- course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was previously taken
- standards-based portfolios, including senior year or capstone projects
- standards-based online or other technology-mediated courses
- standards-based dual credit or other equivalency courses
- standards-based internship, cooperative-learning experience or other supervised learning experiences in the school and the community

## KSBA Sample Performance-Based Credit Policy #1

### Graduation Requirements

Students must complete a minimum of twenty-two (22) credits and all other state and local requirements in order to graduate from high school in the District.

In addition to the credits required by the State Program of Studies, the Board may impose other credit requirements for graduation from high school. Students shall complete an individual graduation/learning plan that incorporates emphasis on career development.

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;  
Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.
2. Performance descriptors and their linkages to State content standards and academic expectations;  
At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

The high school student handbook shall include complete details concerning specific graduation requirements.

### **ALIGNMENT OF GRADUATION REQUIREMENTS WITH GOALS AND EXPECTATIONS**

The high school council shall provide the Board by July 15 of each year with a written description/matrix of any changes in how each course addresses goals set out in KRS 158.6451(1) and the academic expectations incorporated by reference in 703 KAR 4:060. The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment.

### **WRITING PORTFOLIO**

The following portfolio requirement applies to all Owensboro High School Students with the exception of students with an Individual Education Plan (IEP) or a 504 Plan that specifies modifications related to writing. All Owensboro High School candidates for graduation (seniors) must demonstrate a complete portfolio that scores at least at the APPRENTICE level. Final scoring will occur during the CATS testing window during April. In the event that a student doesn't take advantage of the required safeguards provided and his/her portfolio is scored a NOVICE, that student will not be eligible to graduate or participate in commencement ceremonies.

## KSBA Sample Performance-Based Credit Policy #1 (continued)

### Graduation Requirements

#### **WRITING PORTFOLIOS (CONTINUED)**

*Safeguard to Ensure No Student Fails to Meet the New Standards*

- *Prior to dismissing for Christmas vacation, the school will contact guardians and inform students if they are in danger of producing a NOVICE portfolio.*
- *Identified students must attend at least four (4) ESS opportunities provided by the school.*
- *Senior teachers will conduct a pre-score prior to the March Intercession. If a student scores below APPRENTICE, he/she must attend the March Intercession sessions devoted to portfolio enhancement.*
- *If students attend all the remedial opportunities and work to the best of their ability in class, their English teacher may write them a good-faith letter of recommendation for effort and hard work, which will allow them to graduate.*

*Students Failing to Meet New Graduation Requirements*

- *These students will be required to attend summer school and revise the portfolio before being granted a diploma.*

#### **COMMONWEALTH DIPLOMA**

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in 704 KAR 3:340.

#### **OTHER PROVISIONS**

The Board may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

The Board, Superintendent, Principal, or teacher may award special recognition to students.

High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation.

When a student successfully completes a KVHS course, the credit shall apply toward graduation requirements and the grade received shall be used in calculating the student's grade point average. Students in grades 5, 6, 7 or 8 who score a "3" or higher on an advanced placement examination or earn a grade of "B" or better in a high school equivalent or a KVHS course shall receive credit toward graduation. (Please refer to Policy 08.1131 concerning prior approval for KVHS courses.)

## KSBA Sample Performance-Based Credit Policy #1 (continued)

### HIGH SCHOOL CREDITS EARNED IN MIDDLE SCHOOL

Students who have demonstrated mastery of middle level content as specified in the Program of Studies for Kentucky Schools and the *Insert District Name Here* Public Schools Skills Continuum may enroll for high school courses while still in middle school based on the following criteria:

The content and expectations of the course are the same as that defined in Program of Studies for Kentucky Schools and the *Insert District Name Here* Public Schools Skills Continuum for the same high school course.

### HIGH SCHOOL CREDITS EARNED IN MIDDLE SCHOOL (CONTINUED)

Students may be enrolled in high school level courses based on consideration of the following criteria:

1. The content and expectations of the course are the same as that defined in Program of Studies for Kentucky Schools and the *Insert District Name Here* Public Schools Skills Continuum for the same high school course.
2. Students may be enrolled in high school level courses based on consideration of the following criteria:
  - The student has maintained a minimum of a B+ average in appropriate middle level courses.
  - Written teacher recommendation on file indicates mastery of middle level content and a high probability of success in the high school course.
  - Parent recommendation/input indicates child will respond positively to challenging content and expectations.
3. Middle level courses designated for secondary credit must be taught by teachers with secondary or middle level certification and with appropriate content specialization.

Students who complete a required course while in middle school must still earn the number of credits at the high school in the content area as specified by the Board-approved graduation requirements. ***For example, a student who completes Algebra I as an eighth grader must still complete three (3) more units of math at the high school level.*** (NOTE: Effective with the graduating class of 2012, students must meet additional requirements as established in 704 KAR 003:305, including a requirement to take at least one (1) language arts and one (1) mathematics class each year of high school and earn an additional math credit (Algebra II or approved substitution) in order to graduate.)

### CREDIT FOR CORRESPONDENCE COURSES

4. Credit(s) may be granted for correspondence courses under the following conditions:
5. Students may acquire no more than four (4) credits by correspondence during a four-year matriculation toward graduation and no more than one (1) credit may be completed during a school year.
6. Up to one (1) credit may be earned during summer school. Credits for required courses may be earned only when that course cannot be reasonably obtained during the school year or summer school.
7. The content and expectations of each course are the same as that defined in *Program of Studies for Kentucky Schools* and *Insert District Name Here* Public Schools Skills Continuum for the same high school course.
8. Credits will be transferred only from SACS or other regionally accredited institutions.

## KSBA Sample Performance-Based Credit Policy #1 (continued)

### **CREDIT FOR TUTORING**

Credits may be earned by tutoring under the following conditions:

1. The tutor is certified to teach the subject(s) at the secondary level.
2. A minimum of seventy (70) hours of direct instruction is required for each half (.5) credit earned.
3. The tutor's credentials and a projected syllabus must be approved by the Superintendent prior to beginning.
4. The content and expectations of the course are the same as that defined in Program of Studies for Kentucky Schools and the *Insert District Name Here* Public Schools Skills Continuum for the same high school course.
5. For elective courses, the content must match high school rigor and grade level expectations for similar or same courses.
6. A log of contact hours and grades achieved must be approved by the Principal before credit will be granted.

### **CREDIT FOR SPECIAL ACADEMIC OPPORTUNITIES**

Credits may be earned by attending special courses under the following conditions:

1. The instructor is certified to teach the subject(s) at the secondary level.
2. A minimum of seventy (70) hours of direct instruction is required for each half (.5) credit earned.
3. The instructor's credentials and a projected syllabus must be approved by the Superintendent.
4. For required courses, the content and expectations of the course are the same as that defined in *Program of Studies for Kentucky Schools* and the *Insert District Name Here* Public Schools Skills Continuum for the same high school course.
5. For elective courses, the content must match high school rigor and grade level expectations for similar or same courses.
6. A log of contact hours and grades achieved must be approved by the Principal before credit will be granted.

### **CREDIT FOR HOME SCHOOL INSTRUCTION**

Credits are awarded through successful completion of the semester or final exam(s) in the course(s) for which credit is requested.

- Successful completion is defined as obtaining a minimum score of sixty percent (60%).
- A student will receive a reasonable review of tested material prior to the test upon written request from the parent to the Principal.

## KSBA Sample Performance-Based Credit Policy #1 (continued)

### STUDENT PARTICIPATION IN GRADUATION CEREMONY

Students shall complete all graduation requirements prior to graduation in order to participate in graduation ceremonies.

- Unforeseen medical or family emergencies, which reasonably prevent a student from meeting academic expectations, may be appealed to the school council.
- All appeals must be in writing and submitted as close to the occurrence as feasible, but not later than five (5) days prior to graduation.
- Unforeseen medical or family emergencies, which reasonably prevent a student from meeting academic expectations and which occur within five (5) days prior to graduation must be appealed in writing to the Principal.
- The decision of the school council or the Principal may be appealed to the Superintendent of Schools. Appeals must be in writing and made no later than twenty-four (24) hours prior to graduation.
- The decision of the Superintendent is final.

### DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.<sup>1</sup>

### REFERENCES:

<sup>1</sup>KRS 40.010; KRS 158.140; 704 KAR 7:140

KRS 156.160

KRS 158.622; KRS 158.860

KRS 158.645

KRS 158.6451

13 KAR 2:020

702 KAR 7:125, 703 KAR 4:060

704 KAR 3:303, 704 KAR 3:305, 704 KAR 3:340

OAG 78-348, OAG 82-386

Program of Studies for Kentucky Schools

Lee v. Weisman, 505 U.S. \_\_\_\_\_, 112 S. Ct. 2649, 120 L.Ed.2nd 467 (1992)

## KSBA Sample Performance-Based Credit Policy #2

### **PERFORMANCE-BASED CREDIT**

The District shall award standards-based, performance-based credits for high school subjects to be applied toward graduation. Credit shall be awarded for:

- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course approved for performance-based credit, consistent with Kentucky Administrative Regulation;
- Standards-based course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was taken previously;
- Standards-based portfolios, senior year or capstone projects;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; and
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

Students requesting performance-based credit to apply toward graduation shall make application to the Principal/designee.

### **COURSE DESCRIPTION AND ASSESSMENT**

Performance-based course descriptions shall be developed by teachers in areas for which they are certified and reflect needs indicated in the student's Individual Learning Plan (ILP). The content standards of performance-based courses shall be documented to align with the Kentucky Core Content for Assessment (KCCT), *The Program of Studies for Kentucky Schools*, and Kentucky's Academic Expectations.

### **WORK-BASED LEARNING**

Work-based learning experiences provided by the District shall be conducted consistent with provisions of the Kentucky Department of Education's Work-Based Learning Manual. Prior to a student being assigned to a work-based learning experience, a Work-Based Learning Agreement/Plan shall be completed for the student. Site supervisors are considered volunteers subject to Policy 03.6.

## KSBA Sample Performance-Based Credit Policy #2 (continued)

### **COUNCIL RESPONSIBILITY**

Performance-based credits will only be accepted by the Board if previously approved by the high school SBDM Council. It is also the responsibility of the high school SBDM Council to determine the appropriateness of content and courses for performance-based credit. The council shall determine what information must be submitted. Required information may include, but is not limited to the following:

- A description of the proposed course;
- Proposed assessment method(s) (e.g., performance tasks, open-response questions, descriptions of expected products);
- How proficiency will be determined;
- Sample papers, projects or other products that would represent work deserving of credit;
- Proposed check points to track progress.

The Council may determine whether the teacher must request additional authorization when a previously approved course must be revised (description, assessment, proficiency determination, checkpoints, etc.).

Performance-Based Credit KSBA Sample Administrative Procedure #1

**Alternative Credit Options**

Student's Name _____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Student's Address _____	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
School _____	Grade in the upcoming school year _____		

**THE ABOVE NAMED STUDENT REQUESTS PRIOR APPROVAL TO EARN CREDIT THROUGH AN ALTERNATIVE ROUTE.**

Course(s) requested: \_\_\_\_\_

- Summer School Course (approved by Superintendent/designee)       Correspondence Course
- Virtual/online Course       College Credit
- Performance-Based Credit (provide information required on next page)**

From what source \_\_\_\_\_

Total number of credits anticipated: \_\_\_\_\_

Reason for taking this course:

- Graduation with class
- Enrichment/Elective
- Course not available within the District
- Simultaneous high school/college credit
- Other, \_\_\_\_\_

I recommend this student be permitted to take the **alternative credit option**.

\_\_\_\_\_  
*Principal/designee's Signature*      *Date*

I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

\_\_\_\_\_  
*Student's Signature*      *Date*

Number of credits earned \_\_\_\_\_ Date grade received \_\_\_\_\_

\_\_\_\_\_  
*Principal/designee's Signature*      *Date*

Performance-Based Credit KSBA Sample Administrative Procedure #1  
(continued)

**Alternative Credit Options**

**PERFORMANCE-BASED CREDIT**

High school course for which credit is being requested: \_\_\_\_\_

**NOTE:** Requests will be accepted only for those courses the student has not yet

enrolled in                       passed

Credit may be granted to students demonstrating proficiency for learning taking place outside the normal classroom setting. Please describe the non-traditional and/or prior learning setting in which the learning occurred for credit being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by Principal/designee**

Request was                       Approved     Denied                      Date \_\_\_\_\_

**If approved, student performance will be assessed as follows:**

ASSESSMENT METHOD	MINIMUM SCORE REQUIRED FOR CREDIT
Course exit exam	
State exam ( _____ )	
Other: _____	

Date of assessment: \_\_\_\_\_ Supervised by: \_\_\_\_\_

Student/Parent contacted  Yes                       No                      Date \_\_\_\_\_

\_\_\_\_\_  
**Principal/designee Signature**

\_\_\_\_\_  
**Date**