

Adopted: 10/9/2017

MSBA/MASA Model Policy 620
Online School's Policy
Mandatory, 3-Year Review
Orig. 2022 (as Charter Policy)
Rev. 2023

Revised: 02/10/20

620ON CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved postsecondary courses, as set forth in Section V.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

This policy is to recognize student achievement that occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education Commissioner.
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the charter school is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The Crosslake Community School will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank **if a student has earned at least .25 credits from the school district**

B. Transfer of Academic Requirements from Other Schools

1. The Crosslake Community School will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with Crosslake Community School graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank **if a student has earned at least .25 credits from the school district.**
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the Crosslake Community School's high school graduation requirements but is comparable to elective credits offered by the school for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school's high school graduation requirements will not be used to compute honor roll and/or class rank.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the Crosslake Community School upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students **may** be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the Crosslake Community School's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- C. **A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.**

V. **POSTSECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a **postsecondary** enrollment options course or program under **Minnesota Statutes section 124D.09** that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study
- B. Secondary credits granted to a student through a **postsecondary** enrollment options course or program **must** be counted toward the graduation requirements **of a student completing the Minnesota Academic Standards in the charter school.**
1. Course credit will be considered by the Crosslake Community School only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. **Four** semester **postsecondary** credits shall equal one full year of high school credit. Fewer **postsecondary** credits **will** be prorated.
 3. When a determination is made that the content of the **postsecondary** course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the **postsecondary** course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school for graduation, the school may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. When secondary credit is granted for **postsecondary** credits taken by a student, the Crosslake Community School will record those credits on the student's transcript as credits earned at a **postsecondary** institution.

VI. **CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS**

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling charter school. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the charter school, for elective credit to the charter school in order to receive elective credit. The charter school must verify the hours worked with the employer before awarding elective credit.

VII. **ADVANCED ACADEMIC CREDIT**

- A. The Crosslake Community School will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

VIII. WEIGHTED GRADES

- A. The Crosslake Community School does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The **Online Director** will be responsible for carrying out the process to award credits and grades pursuant to this policy. The **Online Director** will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the **Online Director** as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the **Online Director** within five school days of the date of the **Online Director**'s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the **Online Director** as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the Crosslake Community School for a particular **postsecondary** enrollment course, online learning course, or advanced academic credit course, the student may appeal the school's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the **Online Director** may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

- Legal References:**
- Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
 - Minn. Stat. § 120B.021 (Required Academic Standards)
 - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
 - Minn. Stat. § 120B.14 (Advanced Academic Credit)
 - Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 - Minn. Stat. § 123B.445 (Nonpublic Education Council)
 - Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
 - Minn. Stat. § 124D.09 (**Postsecondary** Enrollment Options Act)
 - Minn. Stat. § 124D.094 (Online Instruction Act)
 - Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 - Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
 - Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
 - Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
 - Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 - Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning)