

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

Enrollment in Southwestern Illinois College (SWIC) for 5th-Year Students

A 5th-year student can enroll and take classes at SWIC and earn credit toward high school graduation under the following parameters:

1. The student must receive departmental chair approval
2. The student may take up to four classes at SWIC earning two credits toward high school graduation
3. The student must meet with and coordinate all course selections with his/her OTHS school counselor

Virtual Learning, Distance Learning, Online Courses

A student may enroll in a virtual, distance, or online course if the student (a) has been expelled, (b) needs to engage in credit recovery for graduation (failed classes), (c) enrolls in courses not offered at OTHS, (d) enrolls in OTHS created and administered online courses, (e) enrolls in a virtual or online course during the summer, (f) is homebound due to medical reasons and coordinates online enrollment through the OTHS homebound coordinator, and/or (g) as assigned by the administration. Enrollment in virtual, distance, or online classes is allowable under the following parameters:

Parameters for an expelled student:

1. Board must agree this is an option for the student.
2. Credits will count toward a student's graduation and GPA, but the grades earned will not be weighted unless the course carries an official AP® designation.
3. Grades earned will count toward eligibility for athletic and extracurricular activities.
4. Students can choose to use Illinois Virtual School or the OTHS Credit Recovery Program.
5. The student assumes responsibility for all fees (including tuition and textbooks).

Parameters for a current student that has failed classes:

1. The student must have completed his/her freshman year.
2. The student must receive departmental chair approval, administrative approval, and coordinate the enrollment through his/her school counselor. Students may be denied enrollment in classes per the discretion of the parties listed and/or the Building Principal.
3. The student may earn a maximum of three (3) credits unless otherwise approved by the administration. The credits can be combined from four classes in English, two classes in math, two classes in social studies, and two classes in general education.
4. The student must be enrolled in classes at OTHS pursuant to class load language in the student handbook. Exceptions to this include students beginning their ninth semester of high school or expelled students with board recommendation.

5. Credits earned through Illinois Virtual School or an approved online accredited program will count toward a student's graduation and GPA, but the grades earned will not be weighted unless the course carries an official AP® designation. Passing grades earned through an approved Credit Recovery Program will not be calculated in GPA.
6. Grades earned will count toward eligibility for athletic and extracurricular activities for subsequent semesters. They will not count for current semester's eligibility.
7. Students can choose to use OTHS Credit Recovery Program, Illinois Virtual School, or an approved online accredited program.
8. The student assumes responsibility for all fees (including tuition and textbooks).

Parameters for students taking courses not offered at OTHS:

1. The student must have completed his/her freshman year.
2. The student must receive departmental chair approval, administrative approval, and coordinate the enrollment through his/her school counselor. Students may be denied enrollment in classes per the discretion of the parties listed and/or the Building Principal.
3. The student must be enrolled in classes at OTHS pursuant to class load language in the student handbook.
4. Credits will count toward a student's graduation and GPA, but the grades earned will not be weighted unless the course carries an official AP® designation.
5. Credits earned will be counted as elective credits and will not satisfy OTHS course requirements needed for graduation.
6. Grades earned will count toward eligibility for athletic and extracurricular activities for subsequent semesters.
7. Students can choose to use Illinois Virtual School or an approved online accredited program.
8. The student assumes responsibility for all fees (including tuition and textbooks).

Parameters for students taking OTHS-created online courses taught by OTHS teachers:

1. Online courses must be approved in advance by the superintendent or his/her designee before being offered to students as academic rigor and accountability will be in alignment with the same course offered at OTHS in a classroom setting.
2. The student will coordinate the enrollment through his/her school counselor.
3. Credits will count toward a student's graduation and GPA, but the grades earned will not be weighted unless the course carries an official AP® designation.
4. Grades earned will count toward eligibility for athletic and extracurricular activities.
5. The student assumes responsibility for all fees as established by OTHS.
6. Students may be required to take final exams or to complete other key elements of the course on-site at OTHS as outlined in the course description.

Parameters for students taking a virtual or online course during the summer:

1. The student must have completed his/her freshman year.
2. The student will coordinate the enrollment through his/her school counselor.
3. Credits will count toward a student's graduation and GPA, but the grades earned will

- not be weighted unless the course carries an official AP® designation.
4. Grades earned will count toward eligibility for athletic and extracurricular activities for subsequent semesters.
 5. If OTHS offers online courses taught by OTHS teachers, students are only able to take the course as offered by OTHS and not by other virtual learning providers. Otherwise, students can choose to use Illinois Virtual School or an approved online accredited program.
 6. The student assumes responsibility for all fees (including tuition and textbooks).

If a student is expelled and participating in credit recovery, he/she is not entitled to participate in school activities. In addition, if a student is expelled the semester prior to his/her graduation, he/she is not permitted to participate in the graduation ceremony, but is eligible to receive, contingent upon meeting all graduation requirements, an OTHS diploma.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal.

Credit for foreign exchange courses will be granted only if the following conditions are met:

1. The foreign educational institution attended must be of high school level or higher.
2. An official transcript (or comparable document) must be provided by the foreign educational institution of attendance and must demonstrate the successful completion of the course for which credit is sought. This transcript or document must be mailed to the District directly by the foreign institution.
3. The student must prepare a portfolio of work to be evaluated by the Building Principal and the Department Chairperson in the academic discipline for which credit is sought. The Building Principal, with input as provided by the Department Chairperson, will make the final determination if the academic work of the student is sufficient for the award of credit. The portfolio must include the following:
 - a. Course syllabus or equivalent (as distributed by the teacher or instructor of the course) – The portfolio should include the original document as well as one that has been translated into English;
 - b. Course description or equivalent (as prepared and distributed by the foreign institution attended) - The portfolio should include the original document as well as one that has been translated into English;
 - c. Representation of work (as prepared by the student) – The portfolio should include assignments, projects, tests, report cards, progress reports, and/or other documents that demonstrate the rigor of the academic work completed by the student. The portfolio should follow the course syllabus and reflect the content as described in the course description.
 - d. Clock hours per course (provided by the foreign institution attended) – This documentation should state the number of direct instructional clock hours the

student received per each foreign exchange course. Eighty (80) direct clock hours of instruction would be equivalent to one-half credit (or a semester's worth of instruction at OTHS).

Students who successfully meet the conditions above will be awarded a pass/fail credit for the Outbound Exchange course. These pass/fail credits will not be included in the GPA calculation for the student, as letter grades will not be accepted or transferred for outbound foreign exchange courses. For students wishing to graduate, documentation, including the portfolio, must be received by the Building Principal at least two weeks prior to graduation so that proper evaluation of the academic rigor can be assessed.

Outbound Exchange Credits available at OTHS are listed below and will qualify for general credit (not course specific credit):

- Outbound Exchange – English
- Outbound Exchange – Math
- Outbound Exchange – Social Studies
- Outbound Exchange – Science
- Outbound Exchange – World Language
- Outbound Exchange – Physical Education
- Outbound Exchange – Fine Arts
- Outbound Exchange - Elective

International study coursework not meeting District requirements for credit may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an accredited institution, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

Dual Credit Courses

A student who successfully completes a dual credit course at OTHS may receive credit at both the college and high school level.

Running Start Dual Enrollment Program

OTHS offers a dual enrollment program with Southwestern Illinois College (SWIC) for a limited number of eligible students. Eligible students are selected during their sophomore year for enrollment in the program their junior and senior year. Students are able to earn an associate's degree by attending and completing all required courses at SWIC. Graduation requirements for both institutions must be met.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;

3. The course is approved in advance by the student's school counselor and the High School Principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an *interscholastic* or *extracurricular athletic program*; (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115(b), 5/2-3.142, 5/2-3.175, 5/10-22.43a,
5/10-20.62, 5/27-610, 5/27-710, and 5/27-1035.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315
(High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for
Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-
District Schools), 7:260 (Exemption from Physical Education)