



## ADMINISTRATIVE DIRECTIVE

4.20.023-AD

### Credit Options

#### Introduction

District policy 4.20.42-P Diploma Requirements establishes the credit requirements for a diploma. Portland Public Schools high schools offers students the option to earn credit for a diploma or a modified diploma by successfully completing classroom and/or equivalent work.

#### I. Definitions

- A. Credit: a recognition or certification that a student has successfully completed a course of study.
- B. Goals and Standards: skills and knowledge indicators that a student must successfully demonstrate as requirements of the course. They may be defined by state, national, or industry standards.
- C. Proficiency: a student's level of competence in demonstrating the learned skills and knowledge.

#### II. Options to Earn Credit

Schools shall offer students the option of earning credit in one of the following ways:

- A. Students can earn required or elective credit by successfully completing classroom or equivalent work (e.g., supervised independent study, career-related learning experiences, project based learning) in a course of at least 130 clock hours in accordance with OAR 581-022-0102. The classroom or



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4. Provides documentation of prior learning activities or experiences which demonstrates proficiency of identified standards (e.g., certification of training, letters, diplomas, awards, etc.); or
  5. Successfully completes a combination of the above options within a traditional class and/or outside of class.
- C. Equivalent work examples include: supervised independent study or online learning, career-related learning experiences (e.g. internships, service learning), project-based learning, or participation in out-of-school enrichment experiences.

### III. Earning Credit

- A. The plan for earning credit shall be part of a student's Personalized Education Plan which is established and reviewed annually. Prior to beginning the work for one of the above credit options, a student needs pre-approval from the principal or designee. The district approval form will indicate the student's supervisor/ mentor for the learning activity. If the supervisor/ mentor is not a licensed teacher, the teacher who will validate the work must approve the plan.
- B. The plan must include a timeline for completion, the required standards that will be met, the required proficiency levels, how the student will be graded, and the appropriate course code.
- C. Upon completion of the requirements for credit, a student will submit a reflection as approved by their instructor assessing their proficiency of each of the standards. The licensed staff member will sign off that the work was complete and the student demonstrated proficiency. The student will submit the documentation to his/her counselor for transcribing.

Legal and policy references: ~~OAR~~ 581-022-0102; OAR 581-022-1210;