

Credit Guidelines

For Graduation From
Canyons School District

2023-24

Amended June 2023

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CREDIT GUIDELINES COMMITTEE

Appreciation is expressed to the following members of the Canyons School District Credit Guidelines Committee for their capable assistance in compiling and revising the credit guidelines.

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INTRODUCTION

The purpose of this handbook is to provide Canyons School District (CSD) administrators, counselors, registrars, and other personnel with guidelines that will ensure consistent awarding of credit across CSD secondary schools. If, after consulting this document, you do not find answers to specific questions, please consult with the school administrator, the School Counseling Program (SCP) Specialist, the Instructional Supports Administrator, or the Assistant Superintendent for Curriculum and School Performance.

There are six types of credit that may accrue toward graduation within the Canyons School District.

1. **Regular coursework** earned at CSD secondary schools.
2. **Credit transferred** from another accredited educational source outside CSD.
3. **Make-up credits** or credit earned from an accredited, educational source to make-up for failed courses.
4. **Enrichment and acceleration credit** or credit taken from an accredited educational source to supplement regular coursework or to accelerate toward early graduation.
5. **On-line Credit taken from Canyons Online School or a USBE approved provider.**
6. **District-approved tests, portfolios, or other performance appraisals** (e.g. District or USBE Competency Assessments).

CREDIT FOR REGULAR COURSEWORK

Introduction

For purposes of this handbook, "Regular Coursework" is defined as all courses/programs listed in the Canyons School District High School Course Catalog. For convenience, some of the pertinent guidelines from that publication are included below.

I. Graduation Requirements

- A. To graduate from a Canyons School District high school, a student must:
 - i. Earn the number of credits designated by the Utah State Board of Education and the Canyons School District Board of Education based on school of attendance and the diploma type requirements.
 - ii. Complete all graduation requirements prior to commencement exercises.
 - iii. Note: Students who do not meet graduation requirements prior to commencement exercises, may have until October 1st of the school year following the student's graduating year to complete missing credits and earn a CSD high school diploma.
 - iv. Meet CSD Residency Requirements senior year (see section VIII).
- B. Meeting graduation requirements entitles a student to receive a diploma but does not entitle a student to attend commencement. A student may be denied the privilege of attending commencement ceremonies based upon administration determination including but not limited to appropriate disciplinary action.

II. Course and Credit Requirements

- A. Credit is awarded on the basis of a student's participation, mastery of subject matter, and/or attainment of skills. Credit is granted for courses taken in grades 9-12. Credit earned during the summer prior to ninth grade may be applied toward graduation. (See SOEP section for exceptions for 7th and 8th grade students wishing to earn high school credit.)
- B. The Utah State Board of Education and Canyons School District require each student to complete the required set of courses and credits for high school graduation shown in Table 1.
- C. Canyons School District Basic Diploma (24 credit diploma) is available for extenuating circumstances upon administrative approval. Students earning a CSD Basic Diploma must complete all required core curriculum credit requirements.

- D. Canyons School District secondary schools will accept credit and grades awarded to a student by any public or private educational source that is accredited or recognized by the Utah State Board of Education or a member of the International Council of School Accreditation Commissions. (State Board Rule B277-705-3)

Graduation Requirements

Table 1

English Language Arts*		4.0
Social Studies*		3.0
Geography for Life (9 th)	.50	
World Civilizations (10 th)	.50	
US History (11 th)	1.0	
US Government & Citizenship (12 th)	.50	
Elective Social Studies	.50	
Mathematics* (Secondary Math I, II, III)		3.0
Science*		
Minimum of 2.0 credits from Science Foundation Courses		3.0
Healthy Lifestyles*		2.0
Personal Health and Wellness	.50	
Participations Skills & Techniques	.50	
Lifetime Fitness/Fitness for Life	.50	
Physical Education Elective	.50	
Fine Arts		1.5
Career & Technical Education		1.0
Digital Studies		.50
General Financial Literacy		.50
Elective Courses – Block Schedule		9.5
Elective Courses – Trimester (Brighton)		7.5
Elective Courses – CSD Basic Diploma		5.5
Total Credits Required		
Alta, Corner Canyon, Hillcrest, Jordan		28
Brighton		26
CSD Basic Diploma		24

*See CSD Course Catalog for differentiated diploma information and course pathways charts

III. Credit for Grading Period / Schedule Changes

- A. In order to meet accreditation guidelines, students seeking high school credit for a course should be enrolled in that class no later than 10 school days after the beginning of a grading period. In addition, students seeking high school credit for a course should be transferred or withdrawn from a class no sooner than 10 school days before the end of the grading period.
- B. On the rare occasion that a class change is necessitated after the first 10 days of a grading period; the change should only occur within a content area and only with teacher and administrator approval. A content area means a subject area. For example, changing Secondary Math I to a Secondary Math II is within the Mathematics content area. (Changing from Mathematics to Ceramics is not within the same content area.) When such changes occur, the student's current grade percentage from the class they are leaving should be transferred to the new class and averaged for a final grade for that grading period.
- C. If a student makes a class change after the first 10 days of the grading period that is not within the content area, then the student receives an F in the class that is being dropped and an NC in the new class until the new grading period begins. Changing content areas is highly discouraged and should not be recommended as a course of action. Exceptions can be made with administrator approval.
- D. Students who drop a class after the first 10 days of enrollment to enroll in an online class, will have an F posted on their transcript for the dropped class but will be eligible to earn full credit in the online class. Students are encouraged to enroll in online classes only at the beginning of each quarter or trimester. Exceptions can be made with administrator approval.
- E. Students who transfer from a school 10 school days or fewer before the end of the grading period will receive their final grades from the previous school attended. If students enroll before the last 10 days of the grading period, they will have the course grade percentages they brought with them from the previous school averaged with the course grades they earned in the current school. It is district procedure to attach the Skyward grade print out to the withdrawal sheet. Grades will not be posted until the official transcript has been received from the previous school. Students who enroll in school after the first 10 days of class without current grades from a previous school will receive a No Credit (NC). Exceptions can be made with administrator approval.

IV. Student Completing Graduation Requirements During the Summer Following Their Senior Year

All course work earned toward completion of a regular high school diploma must be completed and submitted to the school registrar before October 1st of the school year following the student's graduating year. A student who is not able to meet this deadline is eligible for an adult high school diploma at Entrada High School.

V. Student Aides

A student who serves as an aide in the classroom, office, media center, etc. shall receive elective credit for the time spent in service. All grades will be either "P" or "F."

VI. Partial-Day Schedules

It is expected that a student attending a Canyons School District high school will attend a full schedule of courses. The Partial-Day Schedule guideline applies to occasions when a student combines studies at a Canyons District high school with studies at another accredited institution and still qualifies for a diploma from the local school. For ADM/WPU (Average Daily Membership/Weighted Pupil Unit) purposes, the "Partial-Day Schedule" applies to a student who attends school less than a full day but at least half of the regular school day. In such instances, school administrators and counselors should apply the following guidelines:

- A. A student must first submit an application in order to obtain approval for a partial-day schedule. The application for partial-day enrollment (Educational Release Form) must be completed and signed by the student, parent, counselor, and administrator. In cases when outside credit will be earned, the application must include the name of the institution(s) from which the credit will be earned as well as a list of courses that will be taken. Credits earned from out-of-district sources must come from accredited educational entities.
- B. The student must provide an acceptable rationale for seeking a partial-day schedule.
- C. At least half of the student's daily schedule must be in the local school. (Release time for religious instruction counts as out-of-school time.)
- D. "Education Release" should be entered on the student's course schedule for each of the released periods.
- E. A student must not be on the school campus during times they have been released from the school.
- F. Parents assume responsibility for the student's progress toward completion of courses taken outside of the high school as well as reporting grades and credit to the high school.

- G. If the student elects to discontinue the partial-day schedule and re-enroll in courses at the school, they may only do so at the beginning of the next quarter or trimester.
- H. Refer to the “Part-Time Student Enrollment in School” flowchart for more direction.

VII. Residency Requirement

An eligible student will receive a graduation diploma only from the high school at which they have been enrolled for at least one grading period during their senior year and are enrolled during the time of graduation. The number of credits/courses a student is required to be enrolled in is at the discretion of the administrator based upon the student’s progress towards graduation. (See SOEP section for exception to this rule). Receiving a diploma does not automatically entitle a student to participate in commencement ceremonies. As per graduation guidelines stated on page 6, a student may be denied the privilege of attending commencement ceremonies based upon administration determination.

A student transferring from out-of-district or out-of-state during the second semester of their senior year might be encouraged to complete graduation requirements at the school from which they are transferring from. Final determination will be made solely by the school administration upon review of the student’s transcripts and the student’s meeting all graduation requirements as established by the Utah State Board of Education and the Canyons School District. Note: When working with military children see also *Military Children Guidelines from USBE Board Rules*.

Utah Code 53G-6-406 states:

- (1) A nonresident district shall accept credits toward graduation that were awarded by a school accredited or approved by the state board or a regional accrediting body recognized by the U.S. Department of Education.
- (2) A nonresident district shall award a diploma to a nonresident student attending school within the district during the semester immediately preceding graduation if the student meets graduation requirements generally applicable to students in the school.
- (3) A district may not require that a student attend school within the district for more than one semester prior to graduation in order to receive a diploma.

VIII. UHSAA Athletic Participation Guideline

- A. If a student participates in a complete season of a UHSAA sanctioned sport and the LEA determines the sport aligns with the course standards, the LEA may award the student 0.50 units of PE credit. If the student completes an additional season with a different sport and the LEA determines the sport aligns with course standards, the LEA may award the student another 0.5 units of PE credit. A maximum of 1.0 credit can be earned by participating in a sport outside of a student’s regular class schedule. UHSAA athletic participation may be awarded for Participation Skills and Techniques and/or Individual Lifetime Activities (PST and PE Elective). If PST and PE Elective are already completed, credit can be applied to general elective credit. **Athletic participation credit does not apply to Fitness for Life/Lifetime Fitness credit.**

UHSAA Sanctioned Sports

Baseball	Cross Country	Lacrosse	Swimming	Volleyball
Basketball	Football	Soccer	Tennis	Wrestling
Cheerleading	Golf	Drill Team	Softball	Track

- B. UHSAA sanctioned sports that are taken as a class period during a student's schedule (i.e. Drill Team, Basketball), can be used to fulfill PST or ILA credit.

IX. Process for School Sponsored Athletic Clubs Receiving PE Credit

- A. Getting a sport approved for earning credit:
Coach/Advisor of sport works with Instructional Supports Department's Administrator and PE/Health Specialists to complete the following:
- i. Use [Individual Lifetime Activities](#) standards (starting on p.67) to outline how participation in season/sport meets each of the standards.
 - ii. Create a data log/journal where students can set goals, track their progress, and reflect on participation in practice and competitions.
- B. Coach/adviser is responsible for following standards outlined in the proposal as well as keeping track of student's logs/journals.
- C. In accordance UHSAA Athletic Participation Guidelines (page 10), if a student participates in a complete season of an approved school sponsored club sport that the LEA determines the sport aligns with the course standards and the students complete all requirements, the LEA may award the student 0.50 units of PE credit. The student receives credit for only one season of participation. School sponsored club sport participation may be awarded for Individual Lifetime Activities (PE Elective).
- D. Administrators are responsible for holding club coach/advisor accountable and supporting new coach/leaders when turnover occurs. The coach/advisor should work with the administrator over PE/Health at their school to come up with a workflow for getting credit added to students' transcript.

X. Dual Enrollment

- A. Guideline for Distribution of Required and Non-Required Classes
- i. Utah Code & 53A-11-102.5 provides the legal basis for home and private-schooled students to enroll in public school classes or "dual enrollment."
 - ii. Dual-enrollment rules are further articulated in Utah State Board Rule, R277-438 Dual Enrollment. Rule R277-438-6 Miscellaneous Issues B. provides: "A student who attends an activity or a portion of the school day shall be subject to administrative scheduling and teacher discretion of the traditional school."
 - iii. The District administration has determined that dual-enrolled students may access required and non-required classes in Canyons District schools on an equal basis with public school students in accordance with the distribution of classes of a regularly enrolled student.

- iv. Guidelines for distribution of required and non-required classes for “regularly enrolled students” and “dual-enrollment students” follow:

Grade	Available Credit	Required Credit	Elective Credit
9	8	4.5	3.5
10	8	5	3
11	8	5	3
12	8	3	5
Total	32	17.5	14.5

XI. NCAA Clearinghouse Considerations

- A. Counselors need to keep in mind that credit earned through state *competency assessments* or district competency tests do not count toward NCAA Eligibility Center core requirements for eligibility. NCAA guidelines indicate that credit-by-exam courses may not be used to satisfy core-course requirements. (Refer to the NCAA Clearinghouse Web site at: <http://www.ncaaclearinghouse.org>
<http://www.ncaaclearinghouse.net/ncaa/NCAA/common/index.html>)
- B. When making educational plans, students should keep in mind that not all courses listed in the Canyons School District Course Catalog are available at every school and that course offerings vary from year to year in each school. Counselors and students should also note that the NCAA does not recognize packet courses offered for original credit and may deny D1 access opportunities to students who have used such programs. Students should check with the NCAA to verify that all make-up credit has been approved. Students should also be aware that online courses need to be approved by the NCAA and may not be eligible.

XII. Proctoring Services

- A. There will be a \$35.00 fee assessed to students requesting proctoring services from Canyons School District employees for credit being completed from an accredited, out-of-district source. Proctoring will take place outside of contract time. Exceptions to this fee would apply to those students who are completing courses in a lab with a lab assistant as part of their regular class schedule. The \$35.00 fee is paid to the school cashier and is dispersed as follows: \$25.00 to the testing proctor and \$10.00 to the school. This fee applies to transfer, make-up, or enrichment/acceleration credit.
- B. Proctoring for credit from an accredited out-of-district source is an optional convenience provided by some schools. Proctor availability may vary from school to school. If an employee chooses to proctor for credit being completed from an out-of-district source, services should be provided outside of contract time.

XIII. Peer Court

- A. The issuing of credit for Peer Court participation remains the prerogative of each individual principal. Peer Court participation may receive *principal-awarded credit* on a case-by-case basis, as each individual principal deems appropriate. If principals opt to award credit, they may use the following guide to calculate the credit awarded and to maintain credit integrity when working with the program.
- B. Peer Court Credit Guidelines: Students must complete 20 hours of training. Students must commit to a 9-month service period. They may participate in 2 sessions each month for 2.5 hours (or a total of 5 hours per month). Attendance is recorded at each session.
- C. A maximum of 65 hours may be earned through the program during each service period (20 hours for training and 45 possible hours for court sessions). However, not every student will accumulate the maximum hours. Students petitioning for credit should have completed the minimum seat time required for a regular course credit (.25 or greater).
 - i. *Seat Time*
 - ii. Training 20 hours
 - iii. Panel Sessions 45 hours
 - iv. Total 65 hours (3900 minutes)
- D. Current instructional time for .25 credit = approximately 2025-2070 minutes
- E. If a student wishes to petition a principal for *principal-awarded credit*, the student should obtain a signed and sealed attendance record from the court verifying participation hours (or the court will fax a copy of the signed attendance record to the school if requested). The CSD Peer Court has verified that the court will offer full cooperation in providing accurate attendance/participation records to the schools.

XIV. Concurrent Enrollment

- A. Students enrolled in concurrent enrollment courses will receive a semester grade upon the completion of each concurrent college course. The grade will be posted on the high school transcript at the conclusion of each respective semester in which a student is enrolled. Students will only receive a semester grade for concurrent enrollment courses. They will receive a grade on their 2nd and 4th quarter report cards with the accompanied .50 credits. Though it is not required that the grade posted on the high school transcript match the graded posted on the college transcript, teachers must follow administrative protocol set by their principal if they wish to assign a grade that is incongruent with their SLCC transcribed grade.
- B. All students who withdraw from a concurrent enrollment course after 1st/3rd quarter but before the end of the semester should be discussed with the CE coordinator, counselor, and administrator regarding possible grade and credit given for course work completed.
- C. In general, a one semester, 3-credit CE course counts for .50 high school credits. School administrators have discretion to waive completion of full year credit for graduation requirements based on student performance in CE course. *Note – waiving

of required courses may result in students ineligibility for post-secondary enrollment, NCAA, and/or scholarships.

- D. If a student withdraws from a CE class and receives a 'W' on a college transcript, the student may request approval to reenroll in the CE class. Such requests are subject to institution and LEA approval.
- E. Students who wish to retake a CE course after receiving a 'W', must complete the "Withdrawal Retake & Academic Warning Hold Removal" form on MyCE. The student should have an in depth conversation with the CE coordinator or counselor regarding the plans to retake the course. Once the form is received by the SLCC CE Office, the student may register for the course.
- F. Remember, 'W' grades are not expunged when the student retakes the class and they continue to count as an unsuccessful completion and subsequently can impact financial aid. Students should not take 'W' grades lightly.

XV. Military Children

- A. As per Utah Code 53A-11-1404, military children have claim to special considerations when working towards a high school diploma. Considerations may be made in the following areas: transfer of credit, alternative means to acquire coursework, testing requirements, cooperation and coordination with previous/ present educational agencies.
- B. Those servicing military students should refer to the code directly for further direction.

SOEP (Statewide Online Education Program)

Statewide Online Education Program (SOEP) was established by the Utah Legislature in the 2011 General Session (Board Rule R277-726). The program enables eligible students to earn high school graduation credit through the completion of publicly funded online courses.

I. Who is Eligible?

- A. All 7th – 12th grade students enrolled in Canyons School District (See below for specifics regarding 7th and 8th grade students)
- B. Home-schooled students with a custodial parent who is a resident in the state of Utah
- C. Carson Smith Scholarship recipients
- D. Students enrolled in a CSD high school and also taking courses through Canyons Online (CVHS) are not considered SOEP participants

II. Specifics of SOEP for HS Students

- A. Students are allowed to take up to 6.0 credits per academic year from an SOEP approved provider that is outside of their primary school district. Approved providers can be found on the USBE website.
- B. Courses provided to CSD students via CVHS are not covered by SOEP. However, CSD students may replace up to 6.0 traditional course credits with credits taken through Canyons Online.
- C. Credits taken online through SOEP are intended to replace credits the students would be enrolled in at their school of enrollment. Students are expected to drop course(s) in their schedule to create space for the online course. (Only credit bearing courses are considered)
- D. If a student chooses to enroll in an SOEP program and, therefore, must drop a course they are taking at their primary school of enrollment, they must follow district and school guidelines for dropping a course and drop date deadlines set by the district/school for traditional courses.
- E. Allowable credits are determined by credits available for the entire school year and not by semester.
- F. Students cannot earn a failing grade – instead they will receive no grade until course is completed.
- G. Students have until graduation to complete credit

III. SOEP Specifics for 7th and 8th Grade Students (R277-726-5.9 and R277-726-5.10)

- A. Canyons School District will recognize high school credits earned prior to 9th grade when courses are taken through the Statewide Online Education Program provided that:
 - B. the student has declared an intention to graduate early; and
 - C. the high school courses are not used to replace middle school educational requirements (See R277-700-5 for middle school requirements)
- D. Student must be registered for SOEP via SEATS. Students not registered via SEATS are not eligible for SOEP and therefore are not able to earn high school credit prior to 9th grade.

IV. Enrollment

- A. Students are allowed to take up to 6.0 credits per academic year from an approved SOEP provider that is outside of their primary school district
- B. There is no requirement for a student to take any courses at their primary school of enrollment. However, since students are only allowed 6.0 credits per year via SOEP, they can receive up to a total of 24 credits over four years. Canyons School district requires 28 credits (26 credits for Brighton High School) for graduation. A student must complete the remaining 2-4 credits by another option including, but not limited to, taking courses through their primary school of enrollment or other accredited institutions.
- C. Students must meet graduation requirements for Canyons School District.
- D. The primary school of enrollment remains in charge of directing your education and offering any additional services outside of online courses necessary. This includes counseling services, graduation, access to physical facilities, sports, clubs, etc.
- E. Courses taken during the summer will count towards the next school year 6.0 total allowed SOEP credits.
- F. Students should enroll in online courses at the same time that they enroll in their primary school. Students should follow district/school guidelines for dropping a course in the middle of a term.
- G. When a student is released for home school but also chooses to participate in their primary school of enrollment for a limited number of courses, they are dual enrolled. If a dual-enrolled student wishes to also participate in the SOEP program, they must list their primary school of enrollment as their school on their SOEP registration. This will increase the percentage of time they are enrolled in public education and decreases their home school percentage. The student may not enroll in SOEP as a home school student because SOEP enrollment is considered an extension of their public-school enrollment.
- H. If a student wishes to drop a course and enroll in SOEP, the school should follow the district/school guidelines of dropping a course (see section IV) and, if necessary, assign a grade.

V. Additional SOEP Considerations

- A. It is not recommended that students participate in SOEP as a method for credit recovery. Since students are required to drop courses from their primary school of enrollment to create space for the SOEP courses, this may inhibit students from recovering credit as well as staying on course to graduate.
- B. Fee waivers are available for students who qualify for fee waivers with their primary school of enrollment
- C. Students who participate in an SOEP program and also want to participate in a sport at their primary school of enrollment must notify their coach that they are taking courses online as well as notify the online provider that the coach will be checking the grades.
- D. Neither the primary school of enrollment nor the online provider is required to offer physical space and/or supervision during periods of online enrollment.
- E. All information was gathered from Utah State Board of Education Public Education Online Desk Reference, FAQ's, and website.

TRADITIONAL PROGRAMS OF STUDY

High School

- A. Canyons School District supports five comprehensive high school locations and programs. Four of those high schools operate within a two-semester academic year. Each semester runs on a block schedule: an eight-period schedule composed of two, four-period blocks, with each block meeting every other day. One high school (Brighton) operates on a trimester schedule.
- B. All high schools offer various levels of coursework to meet individual student needs, with an ample selection of elective course options.
- C. All comprehensive high school locations offer a wide variety of student activity and athletic programs. The Utah High School Activities Association (UHSAA) sponsors athletic teams and competitions. Not all athletic and activity teams are sponsored by UHSAA. Students may have the opportunity to earn high school graduation credit for UHSAA sponsored athletics and activities only by meeting school, district, and UHSAA requirements. A listing of the athletic opportunities is available on each individual high school website. A complete list of athletics and activities sponsored by UHSAA can be found via their website at www.uhsaa.org. See page 10 for more details

NON-TRADITIONAL PROGRAMS OF STUDY

1) Canyons Online

Canyons Online offers the opportunity for K-12 students to attend school virtually using an online format by providing high quality learning and giving students choice in the pace and place of their learning.

a) Grades K-5

- i) Content areas available: English Language Arts, Math, Science, Social Studies, Keyboarding
- ii) Students cannot be dual enrolled in Canyons Online and their home elementary school
- iii) Will provide time for morning meetings and SEL curriculum
- iv) Curriculum is teacher paced and available each Friday for the following week
- v) Minimum of one hour of synchronous instruction will be provided daily

b) Grades 6-8

Canyons Online Middle School is dedicated to serving students within the Canyons School District. Participating middle school students must take all four core subjects via Canyons Online. Students are not permitted to take a partial schedule of core subjects online and partial schedule of core subjects at their home middle school.

- i) Content areas available: English Language Arts, Math, Science, Social Studies
- ii) Will provide time for morning meetings and SEL curriculum
- iii) Curriculum is teacher paced and available each Friday for the following week
- iv) Minimum of one hour of synchronous instruction will be provided daily
- v) Students may take addition courses at their local middle school provided that:
 - (a) They are not any of the four core courses listed above that are offered via Canyons Online
 - (b) They are not already offered via Canyons Online
 - (c) There is available space in the course
 - (d) It does not interrupt their ability to attend their synchronous lesson times with their Canyons Online courses
- vi) Students who wish to take courses at their local middle school in addition to their Canyons Online core courses, must be dual enrolled with the local middle school and their WPU percentage allocation adjusted

c) Grades 9-12

- i) Canyons Online is a year-round, online program dedicated to serving students within the Canyons School District and elsewhere throughout the state of Utah. Participating students may drop one or more traditional courses to accommodate an online course in the student's schedule.
- ii) Canyons Online will be available for original credit only. Credit recovery will be at the responsibility of individual LEAs
- iii) Canyons Online runs on a session schedule. Students must register and complete courses during session windows. Refer to the session schedule via the Canyons Online website
- iv) Canyons Online will offer two types of course curriculum for English Language Arts, Math, Science, and Social Studies
 - (a) Self-Paced Canyons Online
 - (i) Entire course open to students from time of registration to end of session

- (ii) Student works on the course at their own pace
 - (iii) Learning Success Coaches monitor, grades, and provides feedback to students as well as hold office hours for questions and support
- (b) Teacher-Paced Canyons Online
 - (i) Course content opens two weeks at a time
 - (ii) Synchronous learning will be provided
 - (iii) Full-time teachers will monitor, grade, and provide feedback to students as well as have daily office hours
- v) All other content areas will be self-paced

- d) Canyons Online does not currently offer a high school diploma. In order to be awarded a diploma from any high school in the Canyons School District, students must be enrolled with a traditional CSD high school

- e) If a student wishes to re-take a course via Canyons Online for grade replacement, the student may do so by taking the entire original credit course (1.0 credit) or a portion thereof (.25 - .75). The student must follow all grade replacement procedures.

- f) Credit recovery options are not available via Canyons Online. However, if a student wishes to re-take a course via Canyons Online to recover credit for a previously failed course, they can do so by re-taking the original credit course. The student will receive a letter grade(s) for this repeated class. The letter grade(s) earned for this repeated class, as well as the grade earned for the initial class, will be included in computing the student's official overall grade point average (GPA) and both courses and grade postings will be listed on the student's transcript. (See Grade Replacement section for exceptions to this rule). A student may not receive subject area credit for the same course twice. In other words, a repeated course will earn elective credit only.

- g) The final test in a Canyons Online course may be required and is a proctored, in-person test. Proctored tests are offered in multiple locations around Canyons School District. The use of notes or other study aids during the test is prohibited. For test proctoring locations and schedule see website: <https://canyonsonline.canyonsdistrict.org/9-12/proctored-testing-information/>

- h) Canyons Online courses are free of charge to all Utah high school students who take no more credits in a semester than they would earn by taking a full course load during a regular school day.

2) Virtual High Schools Other Than Canyons Online

- a) The 2011 Utah Legislature initiated the Utah Statewide Online Education Program (SOEP) to help eligible students earn credit toward high school graduation via publicly-funded online courses. Utah students may replace up to six (6) of their traditional, face-to-face course credits with six course credits earned online (other than Canyons Online). Upon request, the State Board of Education may also allow the student to enroll in online courses for more than six online credits if the online courses better meet the academic goals of the student.
- b) Canyons School District will accept credit and grades awarded by online high school that are accredited or recognized by the Utah State Office of Education, the Northwest Accreditation Commission or associated as a member of the International Council of School Accreditation Commissions.

3) Diamond Ridge High School

- a) Diamond Ridge High School (DRHS) is an alternative high school for students who would benefit from smaller classes and a focus on limiting distractions. DRHS offers a variety of learning opportunities including direct instruction classes and online courses. Students may also take advantage of the career and technical courses offered by Canyons Technical High School (CTEC).
- b) Generally, DRHS attracts juniors and seniors who may have some credit deficiencies, social or emotional concerns, truancy issues, court involvement, who may feel anxious or bullied, or who may experience other school challenges a smaller school community can help with.
- c) Diamond Ridge High School is a school of choice, with an admission by application process. Applications must be completed with the student's counselor and/or administrator.
- d) Diamond Ridge High School and Canyons School District require each DRHS student to complete the required set of courses and credits for high school graduation shown in Table 2.

Graduation Requirements for Diamond Ridge High School:

Table 2

English Language Arts		4.0
Social Studies		3.0
Geography for Life (9 th)	.50	
World Civilizations (10 th)	.50	
US History (11 th)	1.0	
US Government & Citizenship (12 th)	.50	
Elective Social Studies	.50	
Mathematics (Secondary I, II, III)		3.0
Science		3.0
Minimum of 2.0 credits from Earth, Biology, Chemistry, Physics		
Healthy Lifestyles		2.0
Personal Health and Wellness	.50	
Participations Skills & Techniques	.50	
Lifetime Fitness	.50	
Physical Education Elective	.50	
Fine Arts		1.5
Career & Technical Education		1.0
Computer Technology		.50
General Financial Literacy		.50
Elective Course		5.5
Total Credits Required		24

4) Entrada Adult High School

- A. Seniors who do not have enough credits to graduate with their high school class in June are invited to earn their adult high school diploma at Entrada Adult High School. Students should be encouraged to stay at their home high school until the end of the senior year and then encouraged to register at Entrada. High school credit at Entrada may be earned through attending classes, directed studies, and/or online courses. Students who complete their graduation credit while attending the Entrada program will receive an Entrada Adult High School Diploma. Entrada is accredited by the Northwest Accreditation Commission (NWAC).
- B. Entrada Adult High School accepts senior students who may be refused registration at the traditional high school (e.g. seniors who are new to Canyons District, seniors who transfer from another Canyons District school, or seniors who do not qualify within the residency guidelines).
- C. Entrada also accepts out-of-school youth (16 - 18 years of age whose class has not graduated), who are officially withdrawn and released from the day school program. A USBE form called

the *Education Withdrawal and Application Form* must be completed and signed by the student, the parent/guardian, the boundary high school counselor and the boundary high school principal for the student's acceptance into Entrada.

- D. Entrada registration is by appointment only and the cost is \$50 per semester. Registration and orientation will take about 4 hours and includes a Test of Adult Basic Education (TABE) assessment. Potential students may call Entrada at (801) 826-6670. When registering, students will need to bring the following:
- i. A copy of their high school transcript from the school they last attended.
 - ii. The completed Education Withdrawal and Application Form.
 - iii. Proof the student resides in Utah.
- E. GED Exam: Students, both current and those returning, should have the *Education Withdrawal and Application Form* completed prior to taking the GED Tests. NOTICE: Passing the GED Tests results in a "Utah High School Completion Diploma" based on the GED Tests and, as such, the person cannot seek an Adult Education Carnegie Diploma and may not be able to enlist in the military. Additionally, the person may be prevented by some post-secondary institutions from acceptance into certain fields of study, including those relating to medicine and medical subgroups.
- F. Students under the age of 22, who have current special education eligibility, may be eligible for special education supports at Entrada as defined on their IEP.

5) Teen Parent Program

- a) The Teen Parent Program is an alternative high school program for students who are pregnant or who have children. It is included as part of Valley High School, the Jordan School District's alternative high school.
- b) Students in 9th or 10th grades who qualify for the Teen Parent Program can attend Valley from 3:30 pm to 7:30 pm four days per week as a cohort group.
- c) Students in 11th or 12th grades who qualify for the Teen Parent Program can attend Valley on its regular four-day per week schedule.
- d) Valley High School provides an on-site child care nursery to students eligible for the Teen Parent Program. Nursery hours are from 12:00 noon until 8:00 p.m. There is a fee of \$50 per month, per child, for use of the nursery.

- e) A teen parent who wishes to graduate from Valley High will stay in the Teen Parent Program until graduation day. A teen parent who wishes to graduate from their boundary high school will need to meet with their high school counselor and principal. A teen parent with extenuating circumstances, which may prohibit the student from attending their boundary high school the second semester of the senior year, must meet with the boundary high school principal and appeal the attendance requirement. Should the boundary high school principal wish to allow the student to continue in the Teen Parent Program and still graduate from the boundary high school, they should declare such in writing and send the letter to the coordinator of the Teen Parent Program no later than the end of the first semester of the senior year.

6) Students in Residential Treatment Facilities

- a) Canyons School District Student Entering a Residential Treatment Facility
 - i) Student/parent should notify the school of enrollment that the student will be entering a treatment facility.
 - ii) If the treatment facility offers educational services, the student unenrolls at the CSD school following the same unenrollment procedures as any other student.
 - iii) If the treatment facility does not offer educational services, the student/parent should work with the parent as to the best option for the student. Options may include:
 - (1) Staying enrolled at school and taking courses via Canyons Online
 - (2) Staying enrolled at school and working with district office about possible Home and Hospital
 - (3) Unenrolling in school and having parent complete a Home School Affidavit
- b) Out-of-District Student Entering a Residential Treatment Facility in CSD Boundaries
 - i) In-state students have two options:
 - (1) Option One
 - (a) Student/parent meet with school counselor and other necessary personnel at their current school of enrollment
 - (b) Student/parent, with school team, decide if they will stay enrolled at their current school and participate in education services offered by their current school and district via Home and Hospital, online school, or other option
 - (c) Student/parent work with school to complete necessary requirements to make the change
 - (2) Option Two
 - (a) Student/parent meet with school counselor and other necessary personnel at their current school of enrollment to notify them they will be enrolling in Canyons Online via SOEP/SEATS
 - (b) Student stays enrolled at current school. School counselor will provide guidance on which online course to enroll in.
 - (c) Student/parent follows Canyons Online registration instructions for “New Out-of-District Students” found on their website
 - ii) Students with IEP/504:
 - (1) Parent will email Canyons Online administrator any documents regarding IEP or 504
 - (2) Needs will be evaluated by team to determine where student will receive services

TRANSFER CREDIT

I. Transfer Credit from Accredited Institutions

Canyons School District secondary schools will accept credit and grades awarded to a student by any public or private secondary school that is accredited or recognized by the Utah State Office of Education or Cognia (State Board Rule B277-705-3)

- A. When a student transfers to a Canyons School District secondary school, all grades must be placed on the student transcript with accompanying credit posting/value.
- B. Canyons School District only accepts credits for courses taken in grades 9 – 12. Credits can be earned beginning the summer before the students 9th grade year. If a student provides a high school transcript from an accredited institution which awarded high school graduation credit prior to the students 9th grade year, the credits shall be placed on the students CSD high school transcript as well. No credits will be taken from a middle school transcript and placed on the high school transcript.
- C. When a student is registered in a Canyons School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent is responsible for the official transfer of documentation for the listing of those courses on the school transcript. Students and parents are responsible for verifying that the outside educational program/source is a recognized accredited entity for secondary courses.
- D. Credits awarded for courses taken in an effort to fulfill graduation requirements may be completed at accredited public or private secondary schools and may be transferred to and listed on a Canyons School District secondary school transcript.
- E. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript. Parents and students should consult with a school counselor prior to taking a course, to ensure that the course will count toward the desired graduation credit requirement.
- F. Courses that do not align with Canyons School District Curriculum standards may be counted for elective credit only.
- G. General concept religion courses (i.e. Religions of the World, Theology) can be counted as elective credit if student is awarded credit on their official transcript from the accredited institution. Specific religion courses (i.e. LDS Seminary, Catholic Studies) are not accepted for credit.
- H. Transcripts should be transcribed without alteration to the best extent possible. However, when credits transcribed need to be amended for various reasons, documentation of changes made as well as reasoning for the change must be noted in student file.

II. Transfer Credit from Non-Accredited Institutions

- A. Canyons School District does not accept transfer credit from non-accredited schools.
- B. A home-school student, as well as a student transferring from a non-accredited private school, who enters the Canyons School District between the 9th and 12th grades may be eligible for a local high school diploma if they obtain all required Canyons School District credits from accredited sources by the time their class graduates. The student must also meet the district residency requirement.
- C. A source of approved credit can be obtained through USBE Competency Assessments or Canyons School District competency testing. To acquire credit via competency tests, the student must present satisfactory evidence of coursework and demonstrate proficiency on the appropriate state or district test.
- D. Competency tests are available through Canyons Online. See Competency Assessments section for more information.
- E. Students requiring competency assessments not available through Canyons School District may be referred by their counselor to take a USBE Competency Assessment at the Granite District Testing Center 385-646-6042 gsdtestingcenter@graniteschools.org.

III. Transcribing Out-of-Country Transcripts

A. Common Out-of-Country Transcripts

In most cases, a review of international transcripts will be handled at the school level. Keep in mind that translating course names is usually not enough to evaluate international transcripts. Identically name courses completed in another country may vary in key characteristics, such as content, hours of instruction, and grading practices. Refer to USBE's Guide for the Placement and Transcript Evaluation of Foreign-Born Students for basic data and a variety of information resources on education in over 100 countries. It is a valuable resource to accurately interpret the courses listed on a transcript.

General Process for School Level Personnel

1. Using the [USBE Guide for Placement and Transcript Evaluation of Foreign-Born Students](#), the school registrar and counselor collaborate to determine transferable credits.
2. Submit recommendations to the building principal for approval or follow the protocol the principal has established for your school

B. Uncommon Out-of-Country Transcripts

For those occasional transcripts which are:

- From countries we do not have education system information,
- Submitted in an unofficial format,
- Where there is uncertainty or disagreement about credit equivalents, and/or
- Whose student or family disputes the credit awarded by the school.

Process for evaluating uncommon out-of-country transcripts

1. Submit transcript to the Transcript Review Committee
2. Enroll the student in appropriate grade level courses based on age (Follow Course

Pathways for Newcomers in High School document)

3. Ensure students and families understand that the student's schedule could change after the transcript review. Under ESSA, communication must be done in a language of understanding. Request interpreter through the Department of Student Advocacy and Access

C. Transcript is Unavailable

1. When a student enrolls with incomplete or no records of previous schooling, academic histories can be recreated and credit awarded through an interview process.
2. An interview shall be conducted in the student's language of preference (when possible) to gather key information, such as course names, hours of instructional time, length of courses, course content, and grades obtained.

D. Transcript Review Committee

1. Representatives from School Performance, Instructional Supports, Responsive Services, Student Advocacy and Access, and Special Education for students with disabilities.
2. Transcripts will be reviewed weekly by the committee
3. Committee recommendations will be emailed to the building principal for final approval and cc'd to whomever submitted the transcript
4. Principal considers the recommendations and communicates their final credit decisions to the registrar and counselor for schedule adjustment

IV. Foreign Exchange Study

- A. A student studying abroad for one year may have their credits accepted toward high school graduation under the following conditions:
- B. The student and parent must have an individual College and Career Readiness meeting with a high school counselor prior to the year abroad and have in writing all conditions for credit transfer. Written documentation should include a) what credits/courses the student needs for graduation and b) a signed statement by a parent acknowledging that some foreign study credit may only count for elective credit if a course does not match state core guidelines.
- C. Upon returning from foreign study, the student must provide the school with an official transcript that includes the following:
 - 1. Courses completed
 - 2. Grades for all courses completed
 - 3. The amount of credit earned
 - 4. Description of the grading system used
- D. The high school from which the credit is transferred must be accredited by a recognized accreditation organization for that country.

MAKE-UP CREDIT FOR CLASSES FAILED

The following guidelines should only be applied in cases where a student has failed courses that they must make up in order to meet graduation requirements (i.e. F, NG, NC is transcribed on report card). Make-up courses may not be used for original credit.

Guidelines for Make-up Courses/Programs within Canyons School District

I. District Packet Program Guidelines

The following guidelines are provided for use by local school administrators who choose to develop a packet program as an option for a student who needs to make up credit for failed courses.

- A. The packet program is to be administered by a local school administrator, who may choose to assign the day-to-day supervision of the program to a counselor or teacher.
- B. Packet Development and Security
 1. Packets must be developed to meet state core standards.
 2. A school administrator is responsible to ensure that packets are rigorous.
 3. Teachers and administrators are responsible to ensure that all copyright laws are adhered to when lesson materials are taken from other sources.
 4. Teachers are responsible to grade all work associated with the packet.
- C. A final exam, which measures mastery of the course requirements, will be prepared for each packet. Students must have a passing grade on the exam.
 1. The exam should enable the student to demonstrate mastery of the core requirements.
 2. Teachers must ensure that the exams are secure.
 3. Teachers must personally administer the exams for students.
- D. Local schools may have the option to offer make-up packets over the summer months in accordance with all established guidelines.
- E. Grading
 1. Teachers who administer make-up packets which include a competency based final exam shall award a Pass/Fail upon completion of the packet.
 2. The program must ensure that grades are appropriately channeled to the school registrar and entered on students' official transcripts as a packet or night school class.
 3. The packet grade will not replace the previous grade (credit recovery packets are not available for grade replacement).
 4. Time limits for completion of packets will be left to the discretion of the school administration
- F. Fees
 1. A fee of \$35.00 will be assessed for every 0.25 of make-up credit attempted. The fee is a Board of Education approved fee and cannot be altered. (*Fee can be waived with approval from administration)
 2. If a student fails to complete a packet, the \$35.00 fee will not be refunded. The school administrator will determine any extenuating circumstances when a refund is requested.

3. Teachers will receive \$25.00 for work rendered for each attempted student packet worth 0.25 credits.
4. In the case of incomplete packets, teachers may be compensated \$25.00 if they can document that a significant portion of the work has been submitted and graded. If a teacher has a record of significant consultation/ time spent in assisting a student who does not complete a significant portion of the work; the teacher may initiate a discussion of compensation with the local principal. These decisions will be made on a case-by-case basis.
5. Program coordination will be under the direction of the local administration and shall NOT be a paid position.
6. All monies generated shall be used to cover the direct and indirect costs associated with the packet program.

G. Accountability

1. The school principal is responsible to ensure that the school packet program is viable.
2. At the end of each school year, the school principal will provide to the District-level administrators a written summary of the packet program which includes:
 - (i) The number of packets purchased by subject area.
 - (ii) The number of packets completed by subject area.

II. Core Subjects that Must Be Made Up Outside the Regular School Day

Students who fail a Canyons School District core class, required for graduation, must work with their counselors for credit make-up options.

III. UHSAA Eligibility Exception

- A. In order to maintain UHSAA activity eligibility, a student cannot fail more than one subject and must have obtained a minimum GPA of 2.0 in the grading period preceding activity participation. If a student cannot meet the minimum academic requirements, they will be ineligible for participation in UHSAA activities throughout the next grading period. However, if the deficiencies occur in the final grading period of the school year and are made up prior to the first term of the succeeding year, eligibility may be restored (see UHSAA Scholastic Rule, Section 7). If a student does indeed make up the deficiencies prior to the first term, the grades from the make-up course may replace the deficient grades for GPA and eligibility computing purposes, but will not replace the original grade on the transcript.
- B. Grade Posting: Eligibility is determined when grades are posted. Grades are posted when the school registrar enters all grades electronically and are available to students, parents, and teachers. In no case may the posting date be more than 5 school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error (UHSAA Scholastic Rule, Section 7).

IV. Guidelines for Make-up Courses/Programs Outside of Canyons School District

- A. A student may register for any public or private accredited course for make-up purposes.
- B. Canyons School District secondary schools will accept credit and grades awarded to a student by any public or private secondary school (direct/distance/electronic instruction) that is accredited or recognized by the Utah State Board of Education, the Northwest Accreditation Commission or associated as a member of the International Council of School Accreditation Commissions. (State Board Rule B277-705-3). Questions regarding the accreditation of specific schools/programs should be directed to the Canyons School District Comprehensive Counseling Coordinator.
- C. Make-up credit for any public or private accredited course will be added to a student's high school transcript upon student and/or parent request when accompanied with appropriate documentation. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript. Courses that do not meet Canyons School District core curriculum standards will be counted towards elective credit only.

V. Summer School Options

Jordan High School and Valley High School (Jordan School District) summer school courses and make-up courses may only be taken for courses in which the student has received an "F" grade. Make-up courses may not be used for original credit.

Enrichment/Acceleration Credit and Grade Replacement

I. Out-of-District Credit (R277-705-3)

The following guidelines should be applied in situations when a student enrolled in Canyons School District desires to use credit earned from programs outside the jurisdiction of Canyons School District for graduation.

- A. In accordance with Utah State Law, Utah State Board of Education (State Board Rule R277-700-1), and the Canyons School District Board of Education requirements, a student must complete all prescribed graduation requirements in order to receive a high school diploma.
- B. All earned enrichment/acceleration courses, credit, and programs should be planned, coordinated, and reviewed as a part of a College and Career Readiness Plan.
- C. Canyons School District secondary schools will accept credit and grades awarded to a student by any public or private secondary source that is accredited or recognized by the Utah State Board of Education, the Northwest Accreditation Commission or associated as a member of the International Council of School Accreditation Commissions. (State Board Rule B277-705-3)
- D. When a student is registered in a Canyons School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent is responsible for the official transfer of documentation for the listing of those courses on the school transcript. Grades, credit, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript. Courses that do not meet Canyons School District core curriculum standards will be counted towards elective credit only.
- E. Credits awarded for core curriculum courses toward fulfillment of core curriculum requirements may be completed at accredited public or private secondary entities and may be transferred to and listed on a Canyons School District secondary school transcript.

II. Early Graduation

- A. In the Canyons School District, any student may declare intent to graduate early. Early graduation may occur at any of the following times:
 - 1. At the end of the 11th grade year
 - 2. At the end of the summer following the 11th grade year
 - 3. At the end of any quarter or trimester of the 12th grade year
- B. The principal of the school has unilateral authority to create an alternative College and Career Readiness Plan that will allow a student to graduate early. When creating an alternative CCR Plan, principals may review student and parent CCR Plan requests and may accommodate said requests within the parameters of state law, district policy, and administrative guidelines.
- C. The guidelines and accreditation standards cited in Credit Guideline Booklet regarding Independent Study/Correspondence and online courses also apply to this section.

- D. The student should be cautioned that fulfilling high school graduation requirements does not necessarily satisfy NCAA eligibility requirements or qualify him/her for admission to the college of his/her choice. The student should be urged to inquire about NCAA eligibility and admissions requirements for the colleges or universities he/she may wish to attend.
- E. The following additional guidelines apply to early graduation:
1. High school credit earned during the summer between the 8th and 9th grade years may be applied toward a high school diploma.
 2. Declaration of intent to graduate early should ideally occur at least one quarter prior to the desired graduation date. Such declaration must be made in writing directly to the principal of the high school where the student is enrolled.
- F. A student intending to graduate early must complete all requirements for graduation mandated for students completing twelve (12) years of schooling and all core requirements including four (4) years of language arts.
- G. Some modifications of requirements for purposes of early graduation include:
1. Although a student typically do not concurrently enroll in English Language Arts (ELA) 11 and ELA 12, a student enrolled in ELA 11 may take any senior elective ELA course for the standard diploma only. (This may be individually negotiated with the student's counselor/administrator, depending upon the acceleration needs of the student.) Refer to the ELA Secondary Pathway Chart in the Canyons School District Course Catalog for courses that meet ELA 12 requirement.
 2. Canyons School District accepts credit earned through accredited programs for early graduation.
- H. A student qualifying for graduating at the end of the 11th grade may have the option to attend commencement exercises in that year. However, the student will not have the option of participating in the commencement exercises for the senior class in which they would have graduated.
- I. A student intending to graduate early may complete required work during the summer after his/her junior year. An early graduate will complete a thorough exit interview with their counselor to review all credits and transcript. A student may not participate in any commencement exercise until all graduation requirements are completed.
- J. An early graduate in the senior year will have the option of attending commencement exercises with their class. Diplomas will not be available until after commencement. Ordering a cap and gown, attending a required graduation practice, etc. are the responsibility of the early graduate.
- K. A student who chooses early graduation may not participate in athletic, extracurricular, or academic activities after the date he/she has completed early graduation requirements. (This includes programs offered at CTEC as well as all concurrent enrollment courses.)

III. Military Training

Students completing Military training (summer boot camp) can receive two (2.0) credits:

- 1.0 credit = Healthy Life Styles and/or Health
- 1.0 credits = Elective Class

IV. Re-taking Courses or Taking Comparable Courses to Improve a Grade/GPA

A. Comparable Course

1. As per Utah State Board of Education Administrative Rule R277-717, high school students have the option to improve a course grade by repeating and/or completing a “comparable course”.
2. Students must complete the “Intent to Enroll in a Course for the Purpose of Replacing a Course Grade” form and submit it to their school counselor prior to enrolling in the comparable course.
3. The school registrar will adjust the transcript to reflect the student’s highest grade and exclude the lower grade, as necessary.
4. A “Comparable Course” is defined as:
 - a. A course that fulfills the same graduation credit requirements as a course for which a student seeks to improve a grade (i.e. Core Science = Core Science), and
 - b. A course that is listed in the same section and subsection of the CSD Course Catalog. For example, courses listed in “Section: Arts, Subsection: Dance” are only considered comparable with other courses listed in that same section and subsection.
 - c. For core classes, courses must be the same quarter of the course that the student is wishing to improve the grade on
 - d. School based paper packets are not eligible for grade replacement.
 - e. Credit recovery courses/packets are not eligible for grade replacement (i.e. Northridge Credit Recovery, Valley High School Credit Recovery).
 - f. Original credit courses taken outside of the Canyons School District from an accredited institution are eligible for grade replacement.
 - g. Concurrent Enrollment courses can only be replaced by retaking the exact concurrent enrollment course based on the stipulation from the CE agreement that the high school transcript must match the college transcript for all CE courses

B. Recurring Course

1. As per Utah State Board of Education Administrative Rule R277-717, high school students enrolled in a “recurring course” does not change a student’s original grade.
2. A “Recurring Course” is defined as a course that satisfies a different credit requirement than the course may fulfill

C. Transcript Records

1. Students must complete the “Intent to Enroll in a Course for the Purpose of Replacing a Course Grade” form and submit it to their school counselor prior to enrolling in the comparable course.
2. As per Utah State Board Rule R277-717-3 the LEA shall:
 - a. If necessary, on the student’s record and in the grade point average reflect the highest grade between the course and the comparable course and exclude the lower grade;
 - b. Exclude from the student’s permanent record the course or comparable course that is not the highest grade upon the request of the student; and

- c. May not otherwise indicate the course or comparable course for which the student did not receive the highest grade on the student's record.
- d. If a student retakes a "comparable course" that has a different course title or course number but counts for the same graduation credit, the replacing course will be added to the transcript with the title and/or course number that replaces the original course.

COMPETENCY ASSESSMENTS

The Canyons School District has established graduation requirements that use competency-based standards and assessments, and allows students to earn course credit by, (1), demonstrating competency in course standards, and, (2), testing out of a course. The following guidelines are to be followed in instances where students wish to obtain credit by taking a Canyons School District or USBE competency assessment.

I. Eligibility

- A. Any student in grades 9 through 12 may request to take a competency assessment.
- B. A student may take a competency assessment for credit only as a means of accelerating his/her learning for reasons such as:
 - 1. Graduating early
 - 2. Enrolling in an Advanced Placement course
 - 3. Demonstrating that knowledge has been received outside of the school setting that is commensurate with the learning received in the classroom.
 - 4. Making up course work
 - 5. Earning credit for classes enrolled in but not completed (Students should follow school's withdrawal policy before exiting a course)
 - 6. Earning credit for classes enrolled in, but failed

II. Canyons Online Administration of Tests and Competency Assessments

- A. Students can earn course credit by demonstrating competency of course standards via Canyons Online competency-based assessments.
- B. Students must submit a test registration request via Canyons Online website. Select the desired course and quarter from the registration options. Select the test out option.
- C. Test out assessments must be proctored. The student must schedule an appointment for a proctored exam
- D. Each competency test can be attempted only once per school year.
- E. For a complete list of Canyons Online competency tests offered and further details, visit their direct website.
- F. Credit earned by competency assessments does not meet requirements for NCAA eligibility or Utah Opportunity Scholarship.

III. Competency Assessments Outside of Canyons Online

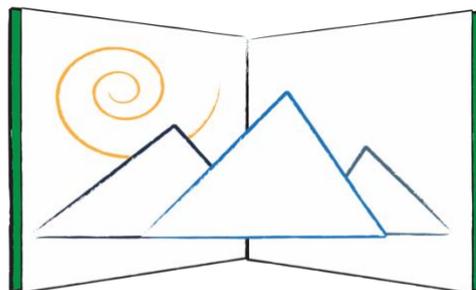
For competency assessments that are not offered by Canyons Online, please visit the Granite Testing Center at <http://www.graniteschools.org/curriculuminstruction/testing-center/>

IV. Credit

Students must pass competency assessment with at least a 70% proficiency in order to receive credit and a final grade (Pass) on their transcript.

V. Grading

The grade of “Pass” will be recorded on the student’s transcript when credit is received for passing the competency test. For credit received for competency assessments via Granite Testing Center, the student and/or parent are responsible for the official transfer of documentation for the listing of those courses on the school transcript.



CANYONS
School District